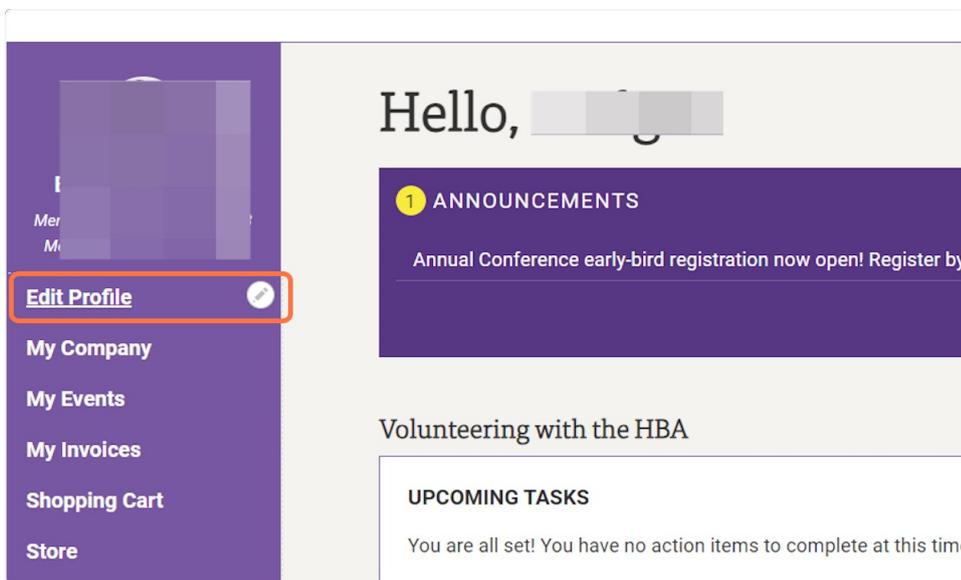


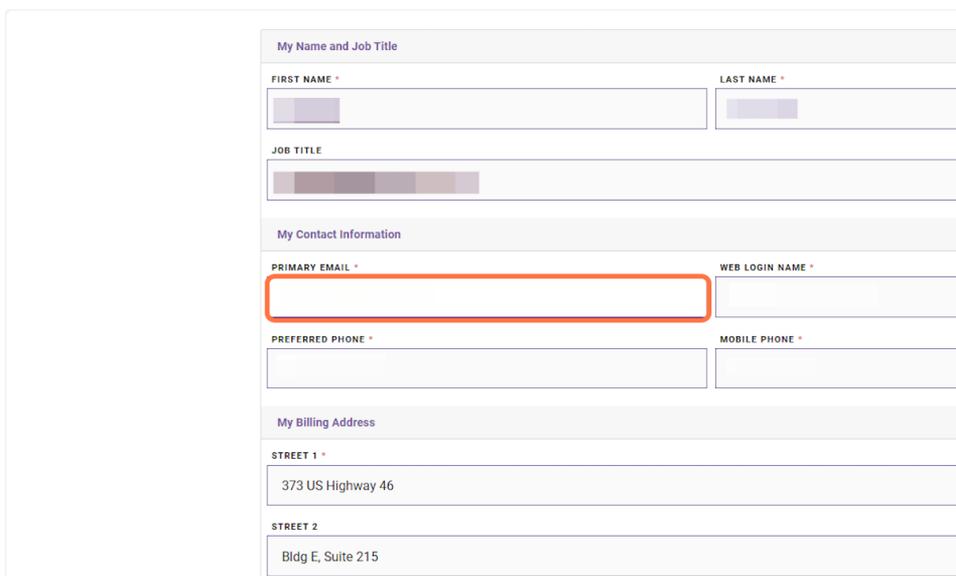
How to Change Your Username

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1. Login to your HBA account
2. Click on Edit Profile



3. Scroll down to the Primary Email field and update this with the email address you want to use.

A screenshot of the 'Edit Profile' form. The form is divided into sections: 'My Name and Job Title' with fields for 'FIRST NAME *', 'LAST NAME *', and 'JOB TITLE'; 'My Contact Information' with fields for 'PRIMARY EMAIL *', 'WEB LOGIN NAME *', 'PREFERRED PHONE *', and 'MOBILE PHONE *'; and 'My Billing Address' with fields for 'STREET 1 *' and 'STREET 2'. The 'PRIMARY EMAIL *' field is highlighted with an orange rectangle. The 'STREET 1 *' field contains the text '373 US Highway 46' and the 'STREET 2' field contains 'Bldg E, Suite 215'.

4. Click on the Web Login Name field and update this with the email address you want to use as your web login

A screenshot of a web form for profile editing. The form contains several input fields. The field labeled "WEB LOGIN NAME *" is highlighted with a red border. Below it is a field for "MOBILE PHONE *". There are also several empty text input fields and dropdown menus with upward-pointing arrows.

5. Scroll to the bottom of the page and click "Save Changes to Profile". *Please note: there are other required fields on this page that may need to be completed before you are able to save the changes to your profile.

A screenshot of the bottom portion of a profile page. It features a red button labeled "SAVE CHANGES TO PROFILE". Above the button is a section titled "My Speaker Bio" with a sub-label "SPEAKER BIO (ENTER A LINK/URL TO YOUR BIO)" and an empty text input field. The footer contains the HBA logo (Healthcare Businesswomen's Association) with the tagline "Furthering the advancement", the text "HBA COMMUNITY" and "GENDER PARTY COLLABORATIVE", and a partial "Sig" logo.