How to change your email address

Last Modified on 24/08/2023 8:42 am EDT

1. Login to your HBA account

2. Click on Edit Profile

	Hello,
l Mer	1 ANNOUNCEMENTS
M	Annual Conference early-bird registration now open! Register by
Edit Profile	
My Company	
My Events	
My Invoices	Volunteering with the HBA
Shopping Cart	UPCOMING TASKS
Store	You are all set! You have no action items to complete at this time

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

My Name and Job Title	
FIRST NAME *	LAST NAME *
JOB TITLE	
My Contact Information	
PRIMARY EMAIL *	WEB LOGIN NAME *
PREFERRED PHONE *	MOBILE PHONE *
My Billing Address	
STREET 1 *	
373 US Highway 46	
STREET 2	
STREET 2 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

WEB LOGIN NAME *	
· · · · · · · · · · · · · · · · · · ·	
MOBILE PHONE *	

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.

	My Speaker Bio Speaker Bio (enter a link/url to your bio) SAVE CHANGES TO PROFILE	
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