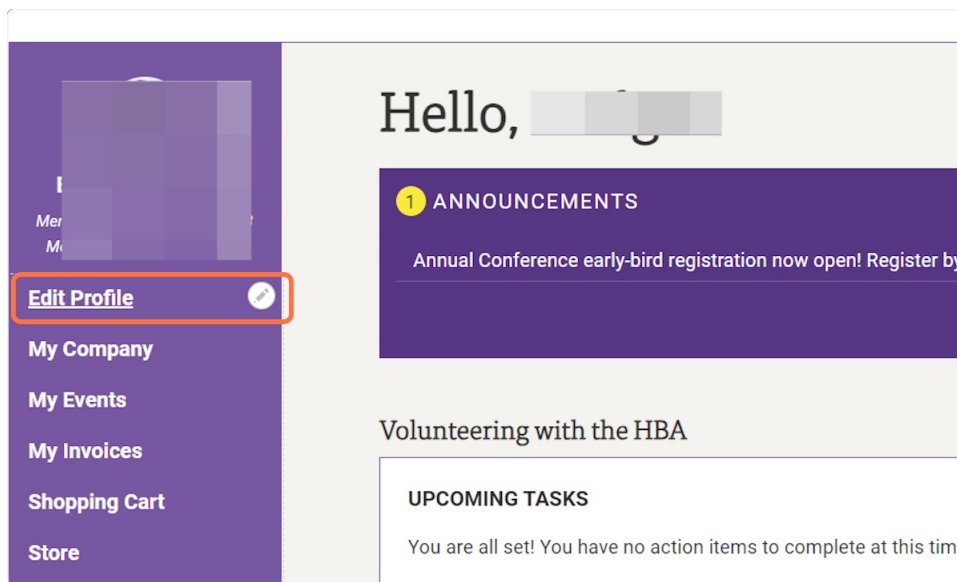


How to change your email address

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

1. Login to your HBA account

2. Click on Edit Profile



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 *
<input type="text"/>	<input type="text"/>
JOB TITLE	
<input type="text"/>	
My Contact Information	
PRIMARY EMAIL *	WEB LOGIN NAME *
<input type="text"/>	<input type="text"/>
PREFERRED PHONE *	MOBILE PHONE *
<input type="text"/>	<input type="text"/>
My Billing Address	
STREET 1 *	
373 US Highway 46	
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

<input type="text"/>	<input type="text"/>
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
WEB LOGIN NAME *	
<input type="text"/>	<input type="text"/>
MOBILE PHONE *	
<input type="text"/>	<input type="text"/>
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

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.

	<input type="text"/>
	My Speaker Bio
	SPEAKER BIO (ENTER A LINK/URL TO YOUR BIO)
	<input type="text"/>
	<input type="button" value="SAVE CHANGES TO PROFILE"/>