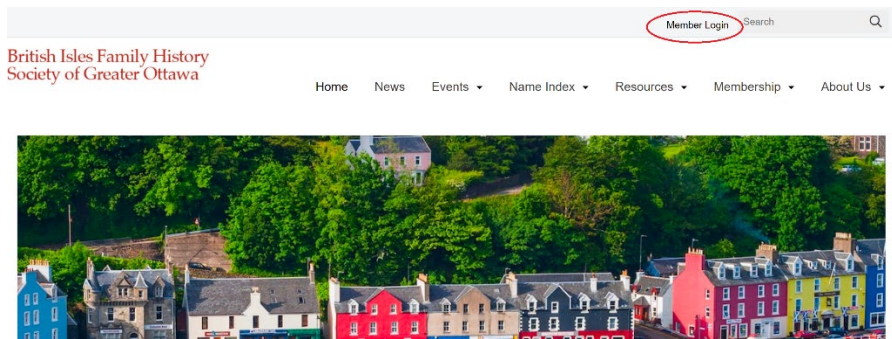


## How to manage your BIFHSGO account

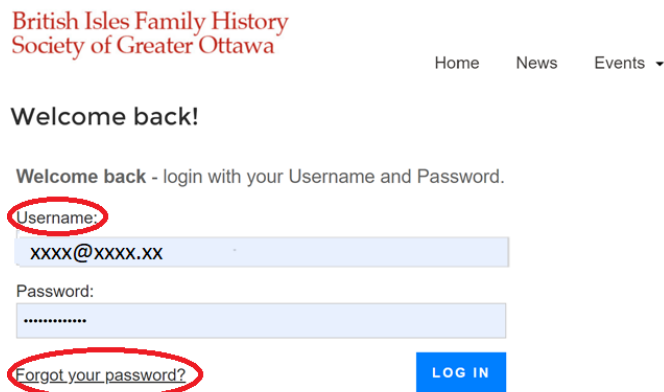
Take advantage of your ability to manage your BIFHSGO account to:

- Update your profile (e.g. change your address or phone number)
- See the invoices for your membership renewals and conference registrations

First of all, you have to login by clicking on “Member Login”:



Then login – your username is the email address which you used to register with BIFHSGO.



If you’ve forgotten your password, click on “Forgot your password?” and enter your BIFHSGO email address. An invitation to reset your password will be sent to that account, if the email you use matches the one we have for your account.

## Account Recovery

Please enter your password recovery email:

When you have logged in, you’ll have the choice to:

- Edit My Profile
- [See] Archived Orders, Invoices...
- View Administrator Notes (We are not currently using the Administrator Notes option)

British Isles Family History Society of Greater Ottawa


Home News Events Name Index Resources Membership About Us

Edit My Profile

Archived Orders, Invoices...


View Administrator Notes

Welcome Back, Sheila




**Edit My Profile**

Edit your profile information...



**Archived Orders, Invoices...**

View past & completed transactions...



**View Administrator Notes**

Notes and messages from the site administrator...

### Edit your profile

To edit your profile, click on the “Edit My Profile” option. Then click on “Update.” This will bring you to a screen with your profile information. Change whatever you like and then click on “Save and Go to your account.”

### Archived Orders, Invoices...

Click on “Archived Orders, Invoices” and you’ll see the invoices for your purchases from BIFHSGO. Orders are archived once the treasurer has processed the invoice.

## Archived Invoices, Online Orders, Quotes

[Back to My Profile.](#) Items below are completed transactions. If you don't see your transaction it could still be [active](#).

#	Archived Invoices	Type	Status	Date Due	Date Paid	Amount
12XXX	XXXX Renew Individual membership with paper ACR	Online Order	Completed			\$ >>
11XXX	XXXX Conference pass (member)	Online Order	Completed			\$ >>

If you don’t see the invoices you expect, they may not yet have been archived, in which case you should look in the active invoices. Click on the link “active.”

If you have any questions, please contact [webmanager@bifhsgo.ca](mailto:webmanager@bifhsgo.ca).

## Archived Invoices, Online Orders, Quotes

[Back to My Profile](#). Items below are completed transactions. If you don't see your transaction it could still be **active**.

<b>Order Date</b>	2021-09-21	<b>Online Order</b>	<b>10066</b>
		<b>Order Status</b>	<b>Paid on</b> 2021-09-21 (PayPal) > <b>Completed on</b> 2022-01-05 > <b>Ordered on</b> 2021-09-21

**Billing Information**

**Shipping Information**

If you have any concerns about the invoices on your account, please contact the [Membership Director](#) or the [webmanager](#).