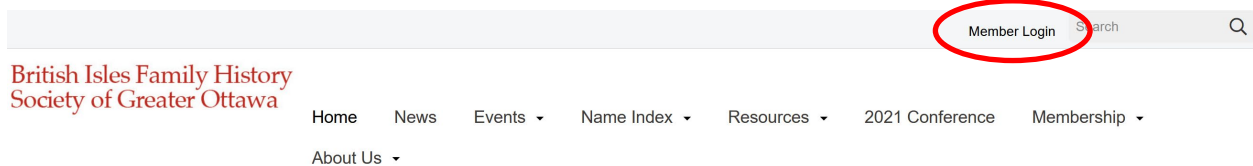


## Steps to Edit Your Profile for BIFHSGO Members

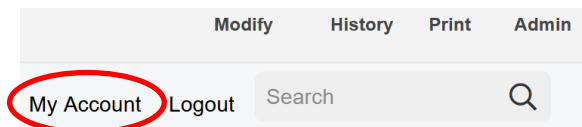
Revised 2 December 2021 – changes highlighted in yellow.

- (1) Go to website [www.bifhsgo.ca](http://www.bifhsgo.ca)
- (2) In the top-right hand corner click on Member Login

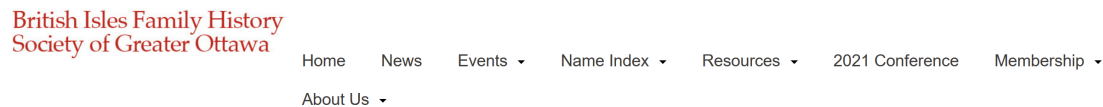


Log in using your BIFHSGO email address and password. Note that you must use the email address and password for this new website. Your old identifiers will not work. (If you have forgotten your password, you can reset it on the login screen – see instructions in Activate BIFHSGO Account)

If you are already logged in, go to “My Account”



- (3) Then click on “Edit My Profile”



[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...

(4) Edit your profile

To edit your profile, click on “Update” (meaning you want to update your profile). Do not click on “Add” that leads you to a page to add another contact, which you can’t do on the membership account.)

### Edit My Profile Information

[Back to My Profile.](#) Please ensure your contact details below are up to date.

Title	Member ID	First Name	Last Name
Main Contact		S	
<a href="#">Update</a> ▾			
<a href="#">Add</a> +			

(5) Information to add

- You do not need to complete the Company section (unless you are editing the profile of an Organizational member).
- Your username and password may already be indicated. If your password is not showing as a series of dots, please enter it on the first password line or you will not be able to save your changes. You do not need to enter it a second time.
- The only information that is required is your mailing address and at least one phone number
- There is no longer a need for your previous BIFHSGO membership number. However, if you would like your old BIFHSGO number noted on your profile, please enter it in Member ID.
- When you have completed your changes, be sure to Save. If you get an “Oops error” message, just ignore it.

### Edit My Profile Information

[Back to My Profile.](#) Please ensure your contact details below are up to date.

#### Company

Name

Email

Website

#### Profile Picture

#### Logo Picture

#### Account

Enter only to change your username and password.

Username

Password

Password (repeat)

#### Contact

(Continued on the next page)

## Contact

\*First Name Will already be entered

\*Last Name Will already be entered

\*Email Will already be entered

Address	<input type="text"/>
Apt, unit, bldg, fl ...	<input type="text"/>
City	<input type="text" value="Ottawa"/>
Country	<input type="text" value="Canada"/>
Province/State	<input type="text" value="Ontario"/>
Postal/Zip	<input type="text" value="K1B 3A6"/>
Cell Phone	<input type="text"/>
Phone	<input type="text" value="613 824-8771"/> <input type="text" value="ext."/>
Alt. Phone	<input type="text"/> <input type="text" value="ext."/>
Fax Number	<input type="text"/>

Don't forget to click on:

Save & Go to my account

You may receive a message to say there has been an error. You can ignore this and return to the homepage or use your back arrow to get back into your account.



Oops, there's an error.

[Click here to go back to the homepage](#)

**THANK YOU!**