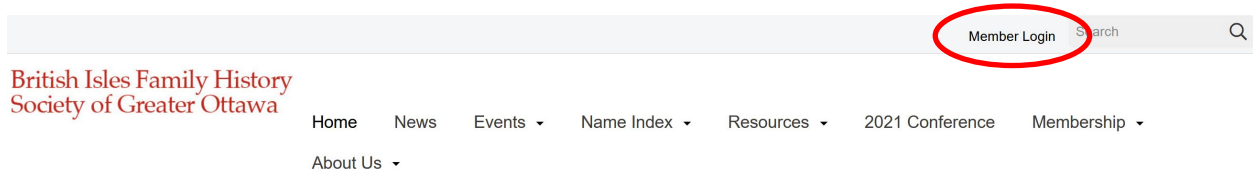


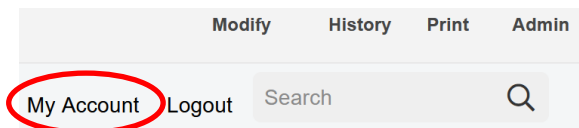
## Steps to Edit Your Profile for BIFHSGO Members

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

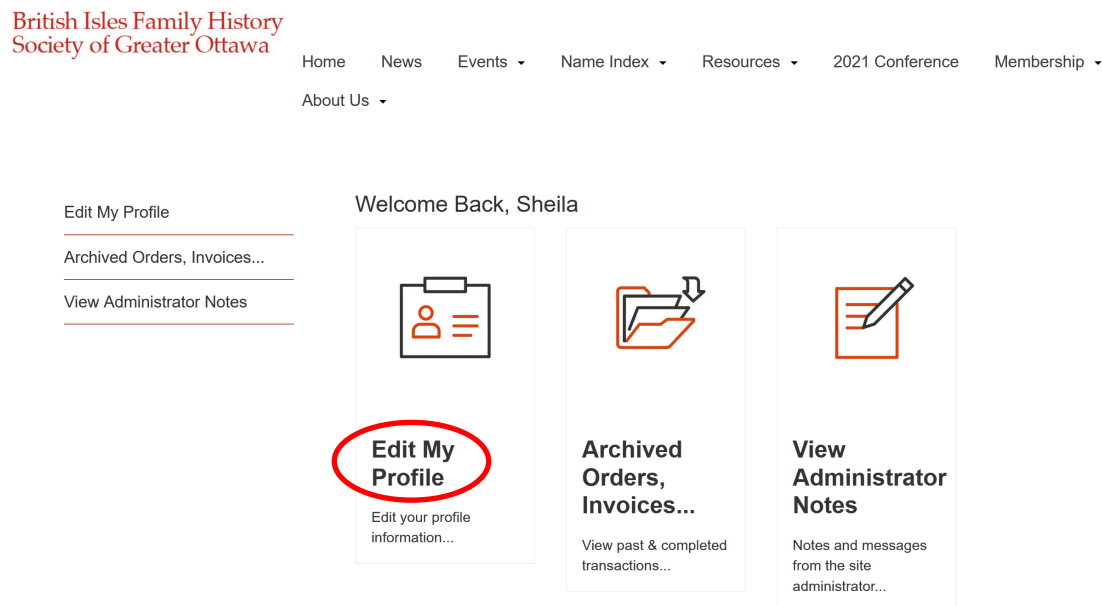


Log in using your BIFHSGO email address and password. (If you have forgotten your password, you can reset it on the login screen – see instructions in Activate BIFHSGO Account)

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



- (3) Then click on “Edit My Profile”



- (4) Edit your profile

- You do not need to complete the Company section (unless you are editing the profile of an Organizational member)
- Your username and password should already be indicated
- 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 contact [webmanager@bifhsgo.ca](mailto:webmanager@bifhsgo.ca)

## Edit My Profile Information

[Back to My Profile](#). Please ensure your contact details are up to date, to modify please click Update.

### Company

Name	<input type="text"/>
Email	<input type="text"/>
Website	<input type="text"/>

### Account

Enter only to change your username and password.

Username	<input type="text" value="XXXX@XXXX.XX"/>
Password	<input type="password" value="●●●●●●●●"/>
Password (repeat)	<input type="text"/>

### Contact

*First Name	<input type="text"/>
*Last Name	<input type="text"/>
*Email	<input type="text"/>

Address	<input type="text"/>
Apt, unit, bldg, fl ...	<input type="text"/>
City	<input type="text"/>
Country	<input type="text" value="Select a Country"/>
Province/State	<input type="text" value="Select a State/Province"/>
Postal/Zip	<input type="text"/>
Cell Phone	<input type="text"/>
Phone	<input type="text"/> <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

**THANK YOU!**