



# How to Update the Addresses in your Member Record

Begin by logging into the ASA website. To do this click LOG IN in the upper right corner of the website. ([www.asanet.org](http://www.asanet.org))



## Member Info

- **Update Your Member Record**
  - Member information
  - General information
  - Select preferred addresses for membership and journal mailings
  - Education history and degrees
  - Employment information
- Membership Status
- View Directory of Members Listing
- Print your ASA Membership Card
- Order Receipts

Under the heading **Member Info**, select “Update Your Member Record.”

On the Summary Page you will see several tabs. Select the tab labeled “Address.”

Summary	Name	<b>Address</b>	Phones/E-mails	Privacy Options	Email History
Add New					
-	-	Key	Type		
	*	<b>Employment Address</b>	1430 K Street NW	Washington	DC

Review your addresses. Your key address will be noted with an asterisk.

Summary	Name	<b>Address</b>	Phones/E-mails	Privacy Options	Email History
Add New					
-	-	<b>Key</b>	Type		
	*	<b>Employment Address</b>	1430 K Street NW	Washington	DC

To change your key address, select the address you would like to be your key address. Check the box for “Default Address.” Click “Update.”

OR

To add an address, click “Add New” and enter a new address. Check the box for “Default Address” if you would like this to be your key address. Click “Update.”

Summary	Name	<b>Address</b>	Phones/E-mails	Privacy Options	Email History
Type of Address: *		<input checked="" type="checkbox"/> Employment Address			
<b>Default Address:</b>		<input type="checkbox"/>			
Name: *		<input type="text" value="Jessica McGifford"/>			
Position Title:		<input type="text"/>			
Company Name:		<input type="text"/>			
Company Department:		<input type="text"/>			
Street Address: *		<input type="text" value="1430 K Street NW"/>			
Suite/Floor:		<input type="text" value="Suite 600"/>			
Country: *		<input type="text" value="United States"/>			
Postal/Zip Code:		<input type="text" value="20001"/>			
City: *		<input type="text" value="Washington"/>			
State/Province:		<input type="text" value="District of Columbia"/>			
<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>					