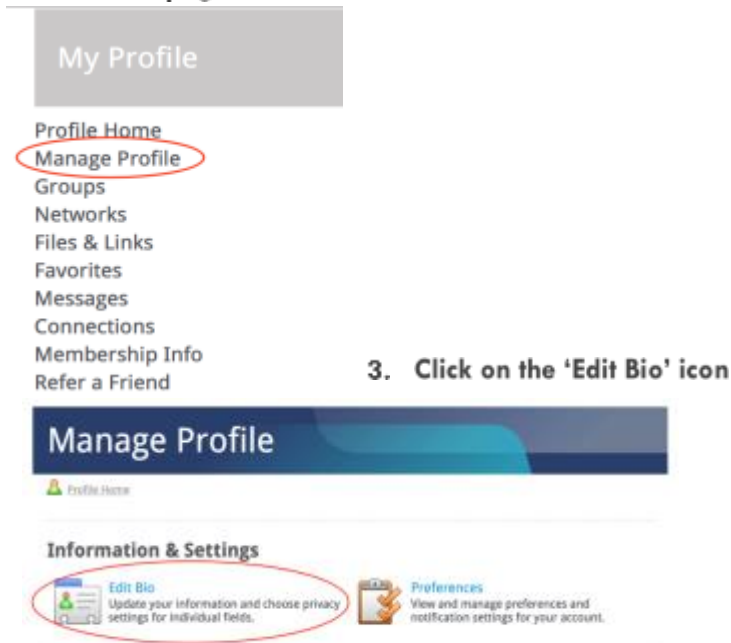


HOW UPDATE YOUR PROFILE INFORMATION

1. Login to your profile at www.cphrmb.ca
2. Once you are logged in, click on the 'Manage Profile' link in the My Profile box on the right-hand side of the page.



4. Update and ensure your information is accurately displayed in your profile. There are five sections of information:

- Account Information
- Personal Information
- Professional Information – Published in Roster Info & Use for Mailing
- Demographic Information – CPHR Manitoba Use Only; no agencies will receive this information

Important Note: There are certain fields of information that can be made visible or hidden to other members in the online roster. To control this feature, click on the icon beside those field



5. Once you have completed your profile update accept the Terms of Use of Agreement and click 'Save Changes' button at the bottom of the page.

HOW TO RENEW YOUR MEMBERSHIP

1. Click the icon below which can be found on top of your profile page

***** [Renew Your Membership Now](#) *****

OR

Click on the 'Membership Info' link in the My Profile box on the right-hand side of the page and then click 'Securely renew your membership now' link.

My Profile

- Profile Home
- Manage Profile
- Groups
- Networks
- Files & Links
- Favorites
- Messages
- Connections
- Membership Info (Renew)**
- Refer a Friend

CPHR Manitoba
CPHR Membership (June 1 - May 31)

Your membership is current through 2017-05-31.

[Send confirmation email »](#)

[Securely renew your membership now »](#)

2. Please review and make necessary updates to your profile.
For CPHR members only: Make sure to update your CPD online and

choose “Yes”

Member declared CPD hours met *
(Not visible in profile)

Note: Note: Please ensure your CPD log is up to date when you renew your membership and that you meet all the requirements for the annual CPD report by May 31, 2017.

3. Once you have completed your profile update and accept the Terms of Use, click save changes button at the bottom of the page.
4. On the Membership Dues page, select the appropriate member category under ‘Membership Information’ and complete the Billing Information Sections.
There are two options for payment:
 - Bill me option – to receive an invoice by email and pay by cheque
 - Credit card option – Visa Credit card or MasterCard
5. Once complete, click the ‘Submit Securely’ button at the bottom page of the page.

PLEASE NOTE: It is important that the billing address match the credit card's billing address. It is a security process for the bank which cannot over-ride. If you enter two different addresses, your credit card will be charged. The transaction will then be refused by the bank. Once this occurs, it takes 3 – 5 days for these funds to be refunded.