

ABA Member Center

Managing Your Member Profile

After you have logged in, under My Profile, click on “Manage Profile” link in left hand column. Below are some brief descriptions of some of the options within your profile:

The screenshot shows the ABA Member Center interface. At the top, there is a navigation bar with links: ABA Member Center Home, Back to ABA Homepage, ABA Member Search, Resources, and Donate. Below this is a search bar and a 'MY PROFILE' menu with options: Profile Home, Manage Profile, and Networks. The main content area is titled 'Manage Profile' and is divided into several sections:

- Information & Settings:** Includes 'Edit Bio' (Update your information and choose privacy settings for individual fields) and 'Preferences' (View and manage preferences and notification settings for your account).
- Content & Features:** Includes 'Favorites' (Manage your favorites and share them with the community), 'Photo Gallery' (Post photos, manage albums, update captions and view your photos), 'Networks' (View and manage social/professional networks), and 'Files & Links' (Upload files and create links in your file library).
- Community:** Includes 'Messaging' (Read and manage messages, create and organize message folders), 'Referrals' (View referrals, track referral history and send invitations), 'Connections' (View connection requests, manage connections and categories), and 'Subscriptions' (Manage your subscriptions for email notifications to blogs and forums).
- Networking & Careers:** Includes 'Resumé/CV' (Create your Resumé/CV, manage security and privacy settings).
- Account History:** Includes 'Event Registrations' (View and print existing registrations and view past events and photos), 'Orders' (View the current status of your orders and print your invoices/receipts), and 'Donations' (View the current status of your donations and print your invoices/receipts).

Callout boxes provide additional instructions:

- Click on **Edit Bio** to edit your profile info, (address, phone, email, etc.)
- Click on **Preferences** to manage when you are notified of different member center activities.
- Click on **Messaging** to view incoming messages or send messages to other ABA members.
- Click on **Connections** to view and manage your connections (similar to “friends” on Facebook).
- Click on **Resumé/CV** to upload your Resumé/CV.
- The **Account History** section is where you can find receipts for past dues payments, donations, merchandise orders and event registrations.