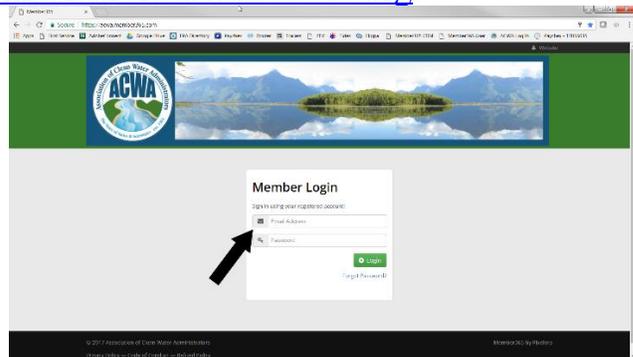


ASSOCIATION OF CLEAN WATER ADMINISTRATORS

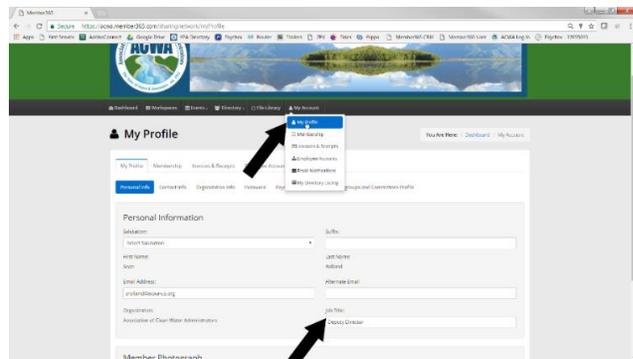
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Update Your Profile

Step 1. Go to ACWA's Member365 portal (<https://acwa.member365.com/>). Your login username and password were provided by the Member365 system via email. If you do not have that original email please contact memberservices@acwa-us.org.



Step 2. Go to the **My Account, My Profile** menu item. Please add your **Job Title** on this screen.



Step 3. Under **Contact Info, Business** please make sure we have your direct line phone number (different from your agency's general number). Select the **Update Profile** button to save changes.

