

ASSOCIATION OF CLEAN WATER ADMINISTRATORS

1634 I Street, NW, Suite 750 WASHINGTON, DC 20006 TEL: 202-756-0605 WWW.ACWA-US.ORG

Update Your Profile

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



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

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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.

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