

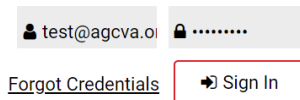
# Updating Your Member Profile

If you need assistance while making updates, please contact:

Suzanne Edwards  
804-364-5504 x201  
suzanne@agcva.org

1. Visit [www.agcva.org](http://www.agcva.org) and log in to your member profile, using your business email address and password. When logging in for the first time (and if you need help accessing later), click “Forgot Credentials” and follow the steps provided.

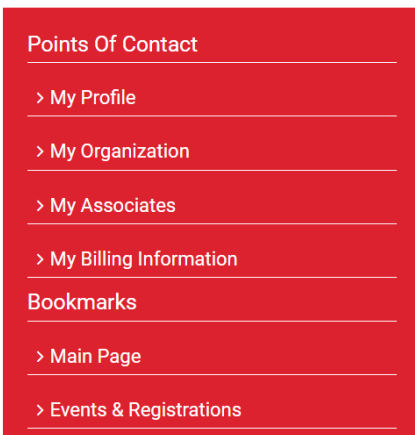
JOIN | REGISTER | FIND A MEMBER



test@agcva.org    .....

[Forgot Credentials](#)    [Sign In](#)

2. In the red menu on the left of the page, click “My Organization” to access your **company profile**.



3. Review the following fields in your company profile and make any updates that are necessary.
  - Organization Name
  - Street Address, City, State, & ZIP/Postal Code
  - Email (*Please note: this is the email address to be used as a general point of contact for your company.*)
  - Web Address
  - Phone
  - Ext. (*as applicable*)
  - Mobile (*optional*)
  - Fax (*optional*)
  - Online Organization Directory Description (*optional – will be reflected in the online Find a Member feature ONLY*)
  - Organization DBA (**As applicable:** *if different than your organization name*)
  - Company certification(s) – check all that apply
  - Link to organization website – select yes or no from the drop-down menu
  - **CONTRACTORS ONLY:** Please select “General Contractor” or “Subcontractor” from the Contractor Type drop-down menu.

**Additional Location Information:** If you would like to add information about locations other than your primary office, you may do so.

4. Click "Save Changes" button.

National (AGC of America) membership #

The value must be between 0 and 1000000000, inclusive.

Save Changes >>

5. Return to the red menu on the left of the screen click "My Profile" to access your **individual profile**.

Points Of Contact

> My Profile

> My Organization

> My Associates

> My Billing Information

Bookmarks

> Main Page

> Events & Registrations

6. Review the following fields in your individual profile and make any updates that are necessary.

- Prefix
- First Name
- Middle Name *(optional)*
- Last Name
- Suffix
- Title
- Work Address ***(Please make sure Work Address is selected in the drop- down menu for this field.)***
- Street Address, City, State, & ZIP/Postal Code
- Website *(optional)*
- Phone
- Ext. *(as applicable)*
- Mobile *(optional)*
- Fax *(optional)*
- Individual Online Directory Description *(optional – will be reflected in the online Find a Member feature ONLY)*
- Primary Email *(Your individual preferred email address)*
- Secondary Email *(optional)*
- Name for name badge *(Your preferred first and last name)*
- Contact Phone Number 2 *(optional)*

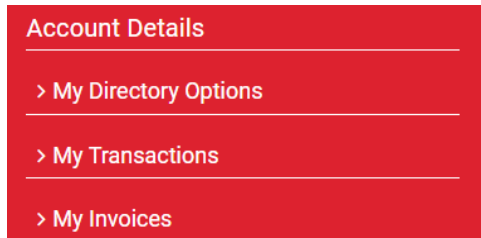
7. Click "Save Changes" button.

Name for name badge\*

Contact Phone Number 2

Save Changes >>

8. Return to the red menu on the left of the screen click “My Directory Options”, located in the lower half of the menu under Account Details.



9. In the Directory Categories section, please select up to 6 items. To select more than one directory option, please hold the control (ctrl) key (command key for Mac users) while clicking the appropriate options. Selections in this section will appear in both the printed directory and the online “Find a Member” directory.

**Directory Categories**

Select directory categories from the list below. Currently, 6 categories are included with your membership type. Additional categories may be available for an additional fee.

Directory Categories:	<ul style="list-style-type: none"> <li>Abrasive Blasting</li> <li>Access Floors</li> <li>Accounting &amp; Tax Services</li> <li>Acoustical Contractors</li> <li>Acoustical Plaster</li> <li>Acoustical Treatment: Spray-On</li> <li>Advertising &amp; Marketing</li> <li>Aerial &amp; Fork Lifts</li> <li>Affordable Community Housing</li> <li>Air Duct Cleaning</li> <li>Alarm &amp; Security Systems</li> <li>Anti-Terrorism Crash Barriers</li> <li>Appliances (Major)</li> <li>Arbitration &amp; Dispute Resolution</li> <li>Architectural Casework &amp; Woodwork</li> <li>Architectural Consultants</li> </ul>
-----------------------	---

10. You may update the Directory Display Options section as well. However, please note that any selections made in the Directory Display Options will ONLY reflect in the online “Find a Member” directory, NOT in the printed directory.

**Directory Display Options**

Determine which fields should display in the listing.  
Checked boxes will make the field visible.

Organization and Primary Information:	<input type="checkbox"/> Name	<input type="checkbox"/> Description	<input type="checkbox"/> Title	<input type="checkbox"/> Address
	<input type="checkbox"/> Phone	<input type="checkbox"/> Fax	<input type="checkbox"/> Email	<input type="checkbox"/> Website
Affiliate and Rep Information:	<input type="checkbox"/> Name	<input type="checkbox"/> Description	<input type="checkbox"/> Title	<input type="checkbox"/> Address
	<input type="checkbox"/> Phone	<input type="checkbox"/> Fax	<input type="checkbox"/> Email	<input type="checkbox"/> Website

11. Click “Save Changes” button.

Affiliate and Rep Information:	<input type="checkbox"/> Name	<input type="checkbox"/> Description	<input type="checkbox"/> Title	<input type="checkbox"/> Address
	<input type="checkbox"/> Phone	<input type="checkbox"/> Fax	<input type="checkbox"/> Email	<input type="checkbox"/> Website

Save Changes >>