

## Working with the “My Account” page

- **If you cannot find your information**, make sure you are on the My Account page by clicking on My Account in the left navigation bar
- **A snapshot of your membership** information is in the left navigation bar
- **Your contact information** is below that, in the middle.
- **To change things** you need to click on "edit" next to the information you want to change.
- **Add addresses** by clicking on "Add a new address." If you want that address to be your primary contact, you should check "Primary Address", "Bill Address" and "Ship Address."
- **Add email or phone numbers** by clicking on "Add new communication method." Unfortunately, you cannot delete email addresses and phone numbers. You can overwrite them or send us an email requesting changes. To make a new phone number or email address the "Primary" one, you must add it as a new communication method. Or, you can send an email to [ebiz@gsep.org](mailto:ebiz@gsep.org). Include your name, troop number, and the information you would like deleted.
- Clicking on "**Update Race & Ethnicity**" allows you to edit the information in the database. You must click on the "Update Race & Ethnicity" button for changes to be saved.
- **From the My Account submenus** you also may:
  - Change your UserName
  - Change your Password
  - View a history of the orders you have placed, for the last five years. This may include adult trainings as well as memberships
- **Remember to click "Okay"** to save the changes.