

Change Email / Mailing Address / Phone / or Password

After member login, to view member account information, select **1** MY ACCOUNT on member toolbar (note: do not select any of the pulldowns).

Following the selection of MY ACCOUNT, select EDIT INFO.

To change **email address** select link to GHIN.com and make appropriate changes:

Select **2** (**edit-E-mail**). This is a link to GHIN.com. Log on at GHIN.com using your login credentials (if you have forgotten them select "Forgot Login Information?"). After login select your name in the upper right corner of display then MY PROFILE. You will then be able to select and change either your email address, mailing address, and/or phone number. Once you make a change to GHIN.com all contact info changes will be uploaded to the website within 7 days (or in most cases much sooner)

To change password enter your new password into the following fields they press Update to save:

- 3 Password:** enter new password
- 4 Repeat Password:** re-enter new password for confirmation
- 5 Update:** Select Update to save new password

The screenshot shows the 'MY ACCOUNT' page. At the top, a dark blue navigation bar contains 'TOURNAMENTS', 'CLUB INFO', 'VOLUNTEERING', and 'MY ACCOUNT'. A red circle with the number '1' points to the 'MY ACCOUNT' dropdown menu, which lists 'MY TOURNAMENTS', 'MY STATS', 'ADD FUNDS', 'MY PENALTIES', and 'CERTIFICATES'. Below the navigation bar, the page title 'MY ACCOUNT' is displayed with an 'EDIT' link. Underneath, there are three tabs: 'ACCOUNT INFO', 'MY INFO', and 'EDIT INFO'. The 'EDIT INFO' tab is active, showing a form titled 'Edit Info'. The form includes: an 'E-mail' field with the value 'edlcarter@aol.com' and a red circle '2' pointing to the '(edit E-mail)' link; a 'Password *' field with a red circle '3' pointing to it; a 'Repeat Password *' field with a red circle '4' pointing to it; a 'Cart Preference' dropdown menu set to 'None'; a checkbox for 'Share my contact information with other members' which is checked; and a blue 'Update' button at the bottom.