

## How to Renew Your HRMAM Membership

Renewing your membership is a two-part process:

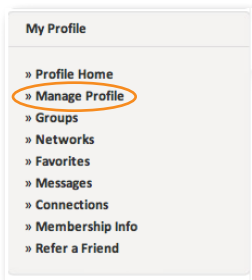
1. Update your HRMAM profile information
2. Securely submit your membership dues

### Part 1: UPDATE YOUR HRMAM PROFILE INFORMATION

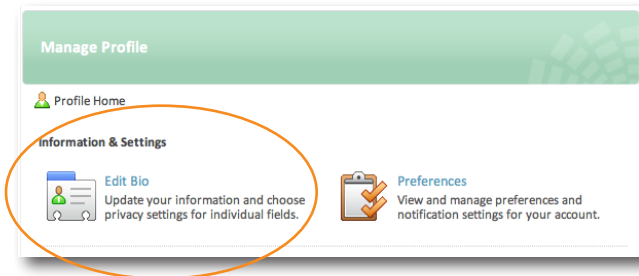
1. Login to your profile at [www.hrmam.org](http://www.hrmam.org)

**IMPORTANT NOTE:** *If you have not logged into your member profile since the launch of our new website in September 2010, please contact Jaime Kyle, Administrative Coordinator at [jkyle@hrmam.org](mailto:jkyle@hrmam.org) or (204) 285-3173 to request your new username and password. Your login details for our old website are no longer valid.*

2. Once you are logged in, click on the 'Manage Profile' link in the My Profile box on the right-hand side of the page.



3. Click on the 'Edit Bio' icon.



4. Update and ensure your information is accurately displayed in your profile. There are five sections of information:
  - Account Information
  - Personal Information
  - Demographic Information – HRMAM use only; no agencies will receive this information
  - Private Contact Information – HRMAM use only; no agencies will receive this information
  - Contact Information – Published in Roster

**IMPORTANT NOTE:** *There are certain fields of information that can be made visible or hidden to other members in the online roster. To control this feature, click on the checkmark box beside those fields: Checked = Visible to Other Members; Unchecked = Hidden from Other Members.*

