

# Stay in Touch—Update Your AAFCS Member Profile!

By Tiffani Roltgen

The Wisconsin Association of Family and Consumer Sciences (WAFCS) depends on membership information from the American Association of Family and Consumer Sciences (AAFCS) to stay in touch with all of you. Therefore, it's SO IMPORTANT to update your member profile to make sure AAFCS is aware of any changes in name, address, phone, or e-mail.

Updating your member profile is EASY. Follow these steps to check or change your information, thus preventing non-deliverable newsletters, directory errors, and miscommunication from both WAFCS and AAFCS!

**STEP 1:** Log on to <http://www.aafcs.org/Membership/WebPortal.asp>

**STEP 2:** Click on “LOG IN.” (This LOG IN is also directly accessible from [www.aafcs.org](http://www.aafcs.org) at the top of the webpage.)

**STEP 3:** Unless you have changed your user name and password in your online profile or through AAFCS, your user name defaults to the e-mail address provided to AAFCS, and your password is your six-digit AAFCS member number (found on your membership card). If AAFCS does not have your email address on record, then both your user name and password will be your AAFCS member number. Not sure what your member number is? E-mail [membership@aafcs.org](mailto:membership@aafcs.org) or call 1-800-424-8080 to find out.

**STEP 4:** Once logged in, click on “Manage Profile” to see your current contact information and preferences. Click on “Edit Profile and Supplementary Info here!” to make and save updates. Note: If you change your e-mail address in your profile, your user name will not change (unless you contact AAFCS to change your user name).

**STEP 5 (OPTIONAL):** From the web portal, you can renew your membership, view/print transactions, access member-only resources, and join/start online communities from your membership profile.

Taking few minutes to check and update your member profile saves WAFCS time and money! Please follow these simple steps today to confirm your contact information and take full advantage of the AAFCS web portal, a benefit of membership. Technical questions, such as log in issues, should be directed to AAFCS. For other concerns, contact Kayla Correll, WAFCS Communications, at [slaasted@uwalumni.com](mailto:slaasted@uwalumni.com).