Use the steps below to correct the email addresses (or other information) for members in your branch:

1. Secure correct email addresses; if unable to get all, update what you can.
2. In the browser, type “AAUW My Account”; then Log In using your email address and passcode.
3. On the left, choose ***My Affiliations***
4. Find your Branch (you may need to go to Page 2 or Page 3 to locate your branch).
5. To the right of the branch name, click on the blue square box with 3 dots, choose ***Manage Roster*** to take you to the ***Company Roster*** page.  Below the blue rectangles at the top of ***Company Roster*** appears the list of branch members.
6. Find the branch member whose email address is to be updated.  You may need to go down several pages to locate that member.
7. To the right of that member’s information appears a blue square box with 3 dots.  Select ***Edit Individual***.
8. The third line under ***Edit Contact Information*** is the email address.  Enter the new/correct email address in this field.
9. Scroll to the bottom of that page and click on the bluebutton
10. To update additional member(s), go to Step #4 and continue until all email addresses are updated.