

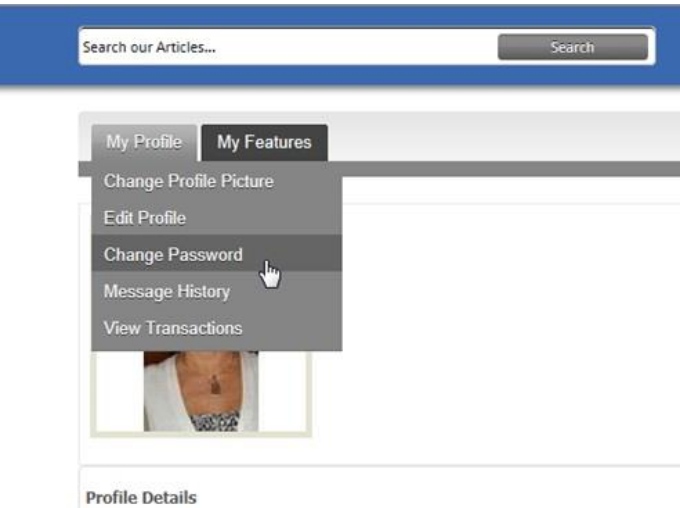
Updating the Areas of Expertise (A Feature of “My Profile”)

The “**My Profile**” page is part of the member’s-only portion of the website. This is where you can add or update your Areas of Expertise at any time.

How to add the Areas of Expertise - Let’s get started!

1. Go to www.nappa.org.
2. Log in with your current Username and Password.
3. If you have forgotten your password, see the instructions for “How to Login” located under the Website Help menu item.

1. When you see “Hello My Name Is...” you have reached the “Member Landing Page.”
2. Click **My Profile**.



1. Hover the mouse over the **My Profile** tab and the drop-down menu will appear.
2. Click **Edit Profile**.
3. Other selections here are **Change Profile Picture** and **Change Password**.
4. You can also look at the **Message History** of messages from the NAPPA office (in case you deleted your email).
5. You can also **View Transactions**, which includes registrations, invoices, etc.

1. Once the profile is opened for editing, scroll down to the **Areas of Expertise** beginning with **“Administrative Issues.”**
2. Check all that apply to your expertise.
3. Don’t forget to **Save!** Scroll to the bottom to find **Save**.

Administrative Issues	<input checked="" type="checkbox"/> ADEA <input type="checkbox"/> Administrative Contested Case Procedure/Hearings <input type="checkbox"/> Administrative Rulemaking Procedure <input checked="" type="checkbox"/> Judicial Review and Civil Procedure <input type="checkbox"/> Legal Management Issues <input type="checkbox"/> Actuarial Contracts <input type="checkbox"/> Custodial Contracts <input type="checkbox"/> Investment Manager Contracts <input type="checkbox"/> Public Records/Open Meeting <input type="checkbox"/> Statute of Limitations
Benefit Issues	<input checked="" type="checkbox"/> Attachments - Bankruptcy <input type="checkbox"/> Attachments - Child Support <input type="checkbox"/> Attachments - Forfeitures