

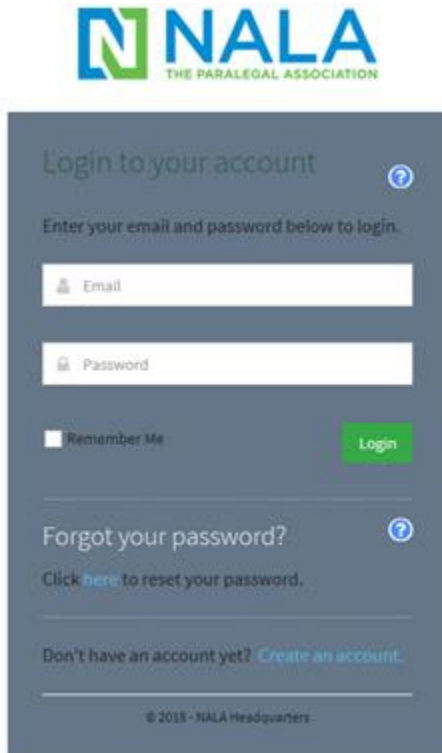
## HOW TO UPDATE YOUR INFORMATION WITHIN THE MY ACCOUNT PORTAL

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With our new **My Account Portal** you are now able to update your contact information, enter your CLE hours, view all invoices, and download a transcript with your total CLE hours.

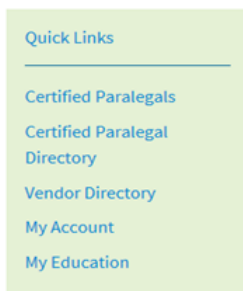
To login, go to [www.nala.org](http://www.nala.org) and click **Log In** at the top:

- Enter your preferred e-mail address that is on file with NALA
- *Password1* is the temporary password (after entry, change it)



The screenshot shows the NALA login page. At the top is the NALA logo. Below it is the heading "Login to your account" with a help icon. The instructions say "Enter your email and password below to login." There are two input fields: "Email" and "Password". Below the "Password" field is a "Remember Me" checkbox and a green "Login" button. At the bottom, there is a link for "Forgot your password?" and a link for "Don't have an account yet? Create an account." The footer says "© 2018 - NALA Headquarters".

- NALA's homepage will load
- The Quick Links box will appear on the left side



- Click **My Account** in the Quick links box
- Once you have successfully logged into your account you can update a variety of information. Please see the options below that relate to you.

#### Log your CLE entries:

- click the *Account* tab
- click the *Education Credits* sub-tab
- click *Add New Education Credits* (green tab)

#### Updating your contact information:

- click the *Account* tab
- click the *Contact Info* sub-tab

#### View your certification period:

- Click the *Purchases Tab*
- Click the *Certifications* sub-tab
- Click the *Completed Certifications* option

#### **Membership Opportunities**

##### To renew your membership:

- click the **Overview** tab to select the Unpaid Balance option or
- click the *Purchases* tab
  - click the *Recent Orders* sub-tab
  - click *View* (blue tab)

If you're not a Nala member, please look at the various membership options [here](#) and start receiving your benefits **TODAY!** <https://www.nala.org/join-nala>

Please venture into your account to become familiar with it.  
If you have any questions please contact us at [nalanet@nala.org](mailto:nalanet@nala.org)

**Thank you,  
The NALA Team**