

Update Address, Phone Number & Email Preferences

Simply follow these instructions to update your profile information to ensure it is current.

Instructions

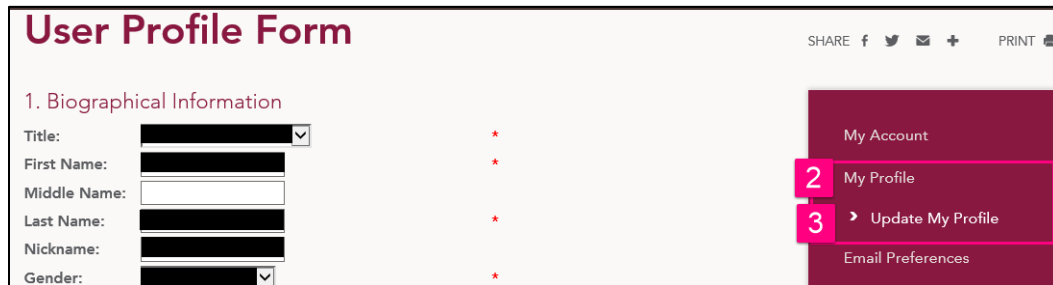
To edit your biographical information:

1. Login to the [OCCF](#) website.
 - Click **Donor Login** at the top of the page. Input **Username** and **Password**. Click **Submit**.
2. Click **My Profile**. [Figure 1](#)
3. Click **Update My Profile**. [Figure 1](#) **User Profile Form** appears.
 - Input text in the fields. Fields with an ***** asterisk are required.
 - To change username and/or password, input text in the **Username** or **Password** fields.
 - Click **Update** when completed.

To update your email preferences:

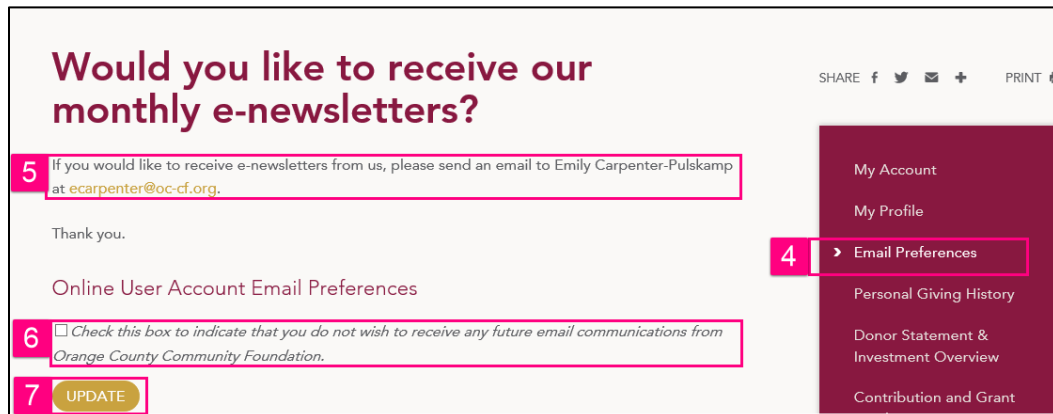
4. Click **Email Preferences**, in the menu bar. [Figure 2](#)
5. Follow the instructions on the screen if you would like to receive monthly e-newsletters.
6. **Check/Uncheck** the box to indicate whether you would like to receive emails from OCCF. [Figure 2](#)

****Please note, checking this box marks your account as DO NOT EMAIL. You will not receive correspondence from OCCF staff, notices about your account, event invitations or any other electronic communication.***



The screenshot shows the 'User Profile Form' with a sidebar menu. The sidebar menu includes 'My Account', 'My Profile', 'Update My Profile' (highlighted with a red box and a '3'), and 'Email Preferences'. The main form area is titled '1. Biographical Information' and contains fields for Title, First Name, Middle Name, Last Name, Nickname, and Gender, each with a red asterisk indicating it is required.

Figure 1: Update Address & Phone Number via Update My Profile



The screenshot shows the 'Email Preferences' form. The sidebar menu includes 'My Account', 'My Profile', 'Email Preferences' (highlighted with a red box and a '4'), 'Personal Giving History', 'Donor Statement & Investment Overview', and 'Contribution and Grant'. The main form area is titled 'Would you like to receive our monthly e-newsletters?' and contains a text box with an email address (highlighted with a red box and a '5'), a 'Thank you.' message, and a checkbox (highlighted with a red box and a '6') to indicate if the user does not wish to receive future email communications. An 'UPDATE' button (highlighted with a red box and a '7') is at the bottom.

Figure 2: Email preferences