

Editing Your Member Profile

It is easy to update your current membership information anytime there is a change to your personal, contact, or demographic information. Keeping your NALP membership information current makes it easy to receive industry updates, membership benefits, and news. We can do this only if we have your current contact information. You may edit your member profile by visiting the **NALP Member Portal**, selecting Profile, and clicking **Edit Information**.

1 Personal Information
Do Not Publish Info Online:
Prefix:
First Name: Susie
Middle Name:
Last Name: Johnson
Suffix:
Nickname:
Title: Director of Recruiting
Designation:
Organization Name: Global Lawyers, LLC

2 Membership Information
Is Member: No
Join Date: Yes Via Customer: Global Lawyers, LLC Via Membership Type: Firm Member

3 Address Information
Please select your country first and the "State" input field will be populated with available states, provinces or territories of your country.
Work Address: 100 First Street
25th Floor
City: New York
State: NY
Postal Code: 10001
Country:
Is Primary Address: Yes

4 Phone & Fax Information
Work Phone: (123) 456 - 7890 Ext: 123 Primary:
Mobile Phone: Ext: Primary:
Other Phone: Ext: Primary:
Work Fax: Ext: Primary:

5 E-mail Address & Personal Web Site Information
A primary e-mail address is required for using this web site. It will be used as the login ID to be able to log in to the site.
Work E-mail: Susan.Johnson@Globallawyers.com
Web Site:

6 Please provide the following additional information
Openly LGBT:
Disabled:
Gender: Female
Ethnicity: White
NALP Bulletin (preferences):
Printed NALP Bulletin
Digital NALP Bulletin
Areas of Interest & Expertise:
Accounting/Budgeting
Admissions
Alumni Relations - Law School
Alumni Relations - Law Firm/Legal Employer
Compensation Systems
Counseling - Alumni
Counseling - Associate

Membership Directory Search
Susie Johnson
Director of Recruiting
Global Lawyers, LLC
100 First Street
25th Floor
New York, NY 10001
United States
Phone (123) 456-7890
E-mail: Susan.Johnson@Globallawyers.com
Member Category: Firm
Region: Northeast
Areas of Interest & Expertise: Recruiting
Leadership Roles: Committee Chair, 2010-11
Connect with in Social Community

MEMBERSHIP PROFILE

Your profile shows your current information such as name, title, contact and demographic information, and your membership preferences.

- 1 Personal Information**
You may update your title, but your first name, last name, and organization name cannot be changed online.¹
- 2 Membership Information**
Review the status of your membership information. If you are the main contact for your organization, your status will display as **Is Member: No** (due to NALP's institutional membership structure). So long as the status displays **Receives Benefits: Yes** and **Via Customer: (Your Organization's Name)** then your membership is up-to-date.
- 3 Address Information**
Your address is where we send the NALP Bulletin and information on conferences, events, and membership. Your address cannot be changed online.¹
- 4 Phone Information**
Changes to your work phone number may be made here. Additionally, you may provide your mobile, fax, or other phone numbers but they are not required.
- 5 Email & Personal Website Information**
Review your email address for accuracy, as it is NALP's primary means of communicating with you. Your email address is also used as your login for the NALP Member Portal, NALPconnect, NALP website, and online membership benefits. Your email address cannot be changed online.¹
- 6 Demographic Information**
NALP collects a variety of demographic and membership preference information. Your Gender, Ethnicity, Disability, and LGBT status are private and will only be used by NALP staff to assist NALP leaders in furthering the goal of a diverse leadership.

You may also select your **NALP Bulletin delivery preferences**. The default for all members is to receive the NALP Bulletin both digitally and via print. Preferences with a shaded bar are currently active – to discontinue a delivery method press **CTRL** and **click** the preference so it no longer has a shaded bar.

Select your **Areas of Interest & Expertise**. This information will be displayed on your Membership Directory Search Results. To select multiple categories press and hold **CTRL** on your keyboard while you select each item.

MEMBERSHIP DIRECTORY

Connect with your industry peers using expanded membership directory features.

- A Directory Contact Information**
Your contact information is available through the membership directory. Many changes to this information can be made through your online member profile.
- B Member Category & Region**
The membership directory displays your member category and the region you belong to. Your member category and region cannot be changed online.¹
- C Areas of Interest & Expertise**
Your Areas of Interest & Expertise allow other members to connect with you based on your interests and expertise.
- D Leadership Roles**
If you have any current or previous volunteer leadership roles, they will be displayed here. Your leadership roles cannot be changed online.¹

¹ To change your first or last name, organization name, organization address, email address, member category, region, or leadership role(s), please contact the NALP office.