



Catholic Biblical Association of America

Changing Your Address

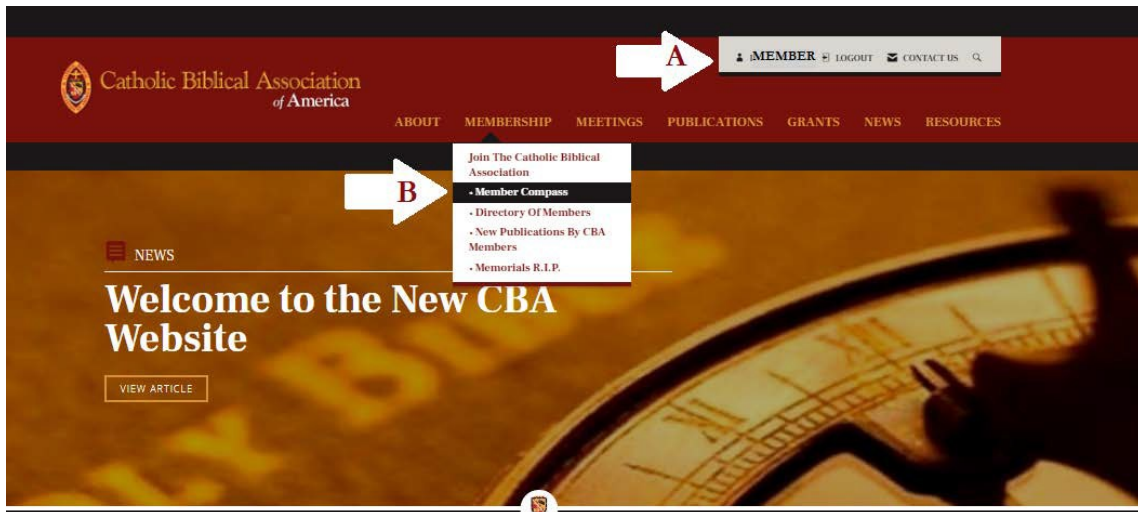
If you move, you may change your address online through your Member Profile by following the directions below.

Email and/or Institution Changes

N.B. Only the CBA Office can change your login email address and/or your Company (i.e. Institution). If either your login email address or your institution changes, please email the CBA Office (cba-office@cua.edu) with the changes.

Also, if your first and/or last name change, please contact the CBA Office (cba-office@cua.edu).

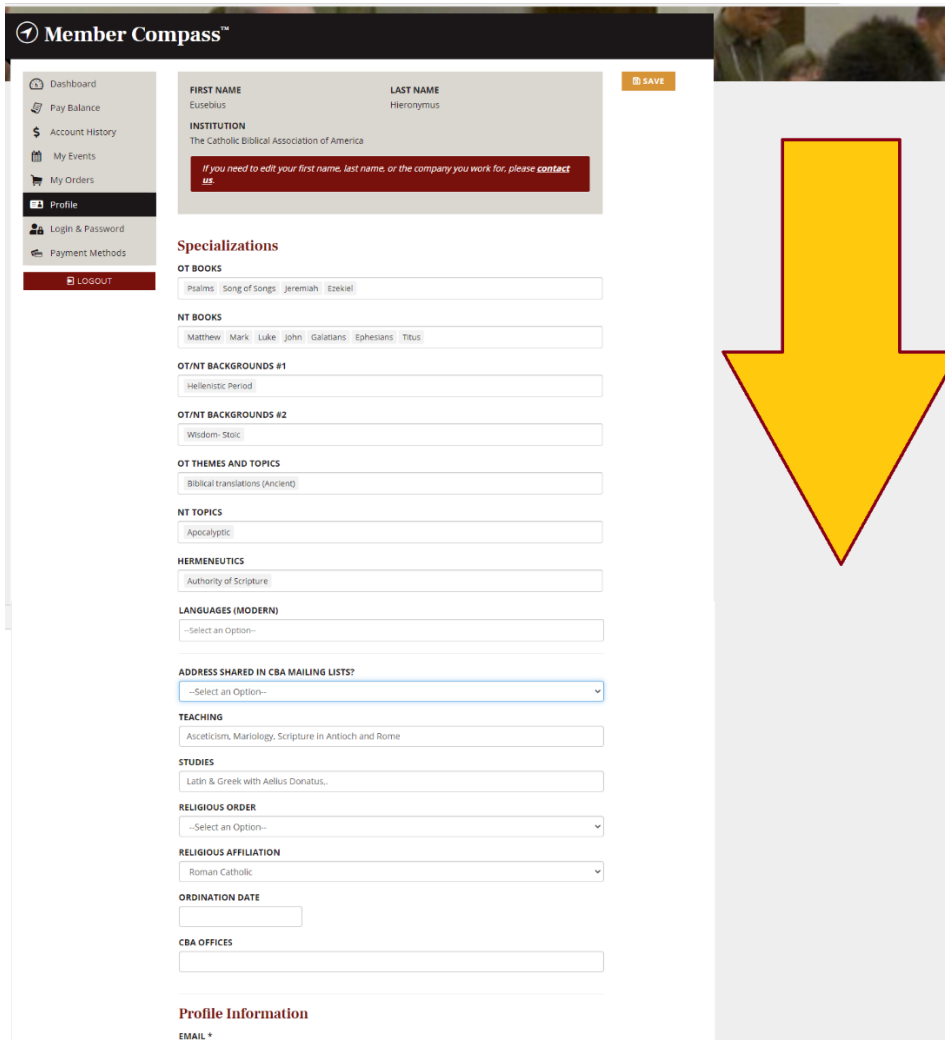
- 1) Login to www.catholicbiblical.org and access your Member Compass. There are two options to accessing your member compass:
 - A. Clicking on your name at the top.
 - B. Clicking on “Membership” for the dropdown box and then clicking on “Member Compass”



2) From your Member Compass, access your Profile:



3) Scroll past Specializations to Profile Information.



4) Update information. (N.B. sample record is Saint Jerome).

- A. Changing your email here WILL NOT change your login email address, only the email address associated with your record in the Member Directory. To change your login email, contact the CBA Office (cba-office@cua.edu)
- B. CBA can now handle a billing address different from your shipping/ mailing address. Change your billing address first. If the mailing address is the same as the billing address, click on “Copy Billing Address” next to “SHIPPING ADDRESS.”
- C. If you desire your CBQ to be delivered to an address other than your billing address, type in that information.

5) IMPORTANT! CLICK ON THE SAVE BUTTON BEFORE EXITING THE PAGE!

The image shows a screenshot of a web form titled "Profile Information". The form contains several sections: EMAIL, PHONE, MOBILE, FAX, WEBSITE, BILLING ADDRESS, SHIPPING ADDRESS, COUNTY, and JOB TITLE. Annotations include: a yellow arrow labeled "A." pointing to the EMAIL field; a yellow arrow labeled "B." pointing to the BILLING ADDRESS field; a yellow arrow labeled "C." pointing to the "Copy Billing Address" link next to the SHIPPING ADDRESS field; and a large yellow arrow labeled "5." pointing to a "SAVE" button in the top right corner. The "Copy Billing Address" link is circled in red.

Profile Information

EMAIL *
Saintjerome@gmail.com

PHONE
(202)319-5519

MOBILE

FAX

WEBSITE
http://

BILLING ADDRESS * ⚙️
Basilica di Santa Maria Maggiore
Piazza di S. Maria Maggiore 42
Roma Lazio 00100
Italy

SHIPPING ADDRESS [Copy Billing Address](#) ⚙️
Basilica di Santa Maria Maggiore
Piazza di S. Maria Maggiore 42
Roma Lazio 00100
Italy

COUNTY
Select a county from the list or add a new one

JOB TITLE

SAVE