

## **Member Guide: How to Update Your Company and Professional Profile**

Keeping your profile up to date ensures you get the most from your membership with the **Nonprofit Association of the Midlands (NAM)** from accurate directory listings to showcasing your experience and expertise. Follow the steps below to update both your organization and professional profile.

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### **Step 1: Log Into Your NAM Account**

1. Visit [www.nonprofitam.org](http://www.nonprofitam.org)
2. Click **Login** in the upper-right corner.
3. Enter your email and password associated with your NAM membership.


 *If your organization is already a member, you'll be linked to it automatically*

### **If You Need to Create a Profile:**

1. Go to this page: [Create an Account](#)
  2. Complete the form with your
    - Full name, Email address, Organization (if applicable), Job Title, and Contact Information
  3. Submit the form. NAM staff will review and connect your profile to your organization's membership (if applicable)
  4. Once approved, you'll receive a confirmation email with instructions to log in and finish setting up your account.
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### **Step 2: Access Your Member Compass**

1. Once logged in, you will be directed to your **Member Compass**.
2. This is your personalized dashboard to manage your profile, view event registrations, pay invoices, and more.

 *Pro Tip: You can also access your member account by hovering over the membership tab and selecting 'Assess Your Account'*

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### **Step 3: Update Your Professional Profile**

1. Ensure you are logged into your NAM member account (*see step 2*)
2. In the left-hand menu, select "**Profile**" to edit your individual professional information.
3. You can:
  - **Update your title, contact info, and bio.**
  - **Upload a professional headshot** (*be sure to save the crop*)
  - **Add your education, certifications, awards, or other accolades.**
  - **Highlight areas of expertise or special interests.**


 *Adding a photo helps build trust and recognition within the NAM network.*

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### **Step 4: Update Your Organization/Company Profile**

 *Note: You must have Primary, Billing, or Account Management access to edit your organization's profile. If you do not see your organization listed as an option or do not have access to make edits, please contact [NAM staff](#) to request access:*

1. In your Member Compass, look to the **left-hand menu** and click on your **organization/company name**.
2. Here, you can:
  1. **Update your company name, address, phone, and website.**
  2. **Upload or change your company logo.**
  3. **Edit your Organization Overview** – this is your public-facing description that appears in our directory.


 *Pro Tip: Keep your description concise, clear, and reflective of your mission and services.*

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### **Need Help?**

If you have questions or need assistance updating your profile, contact us at:

 [training@nonprofitam.org](mailto:training@nonprofitam.org)

 **402-557-5800**

We're here to support you and ensure your information reflects the great work you do!

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