

# Keep Your PCACAC Profile Up to Date!

Ensure your PCACAC Profile information is accurate so you don't miss any communications and you can easily renew your membership in September.

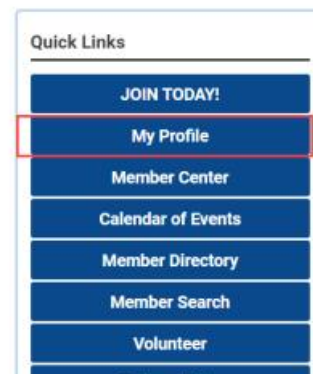
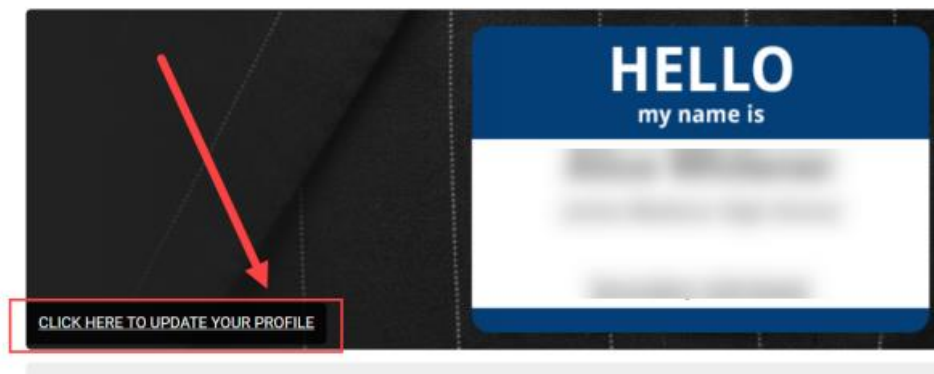
## Step 1

Log into the PCACAC website at [www.pcacac.org](http://www.pcacac.org) with your Username and Password. *Forgot your Username or Password? Click 'Log In' and then 'Retrieve Username' or 'Reset Password'.*



## Step 2

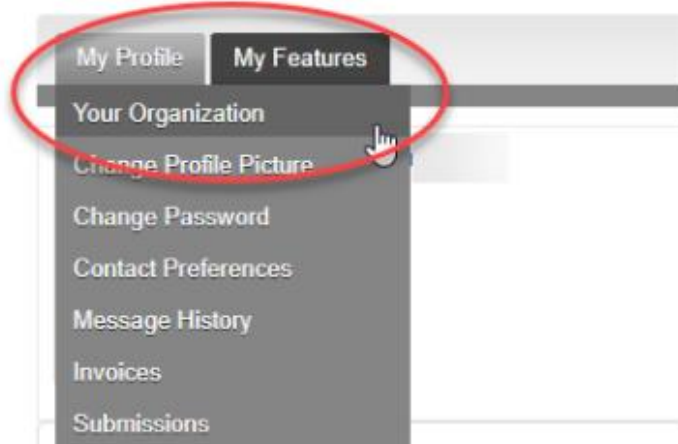
Check your information under 'My Profile' and double check your institution, email, and phone number.



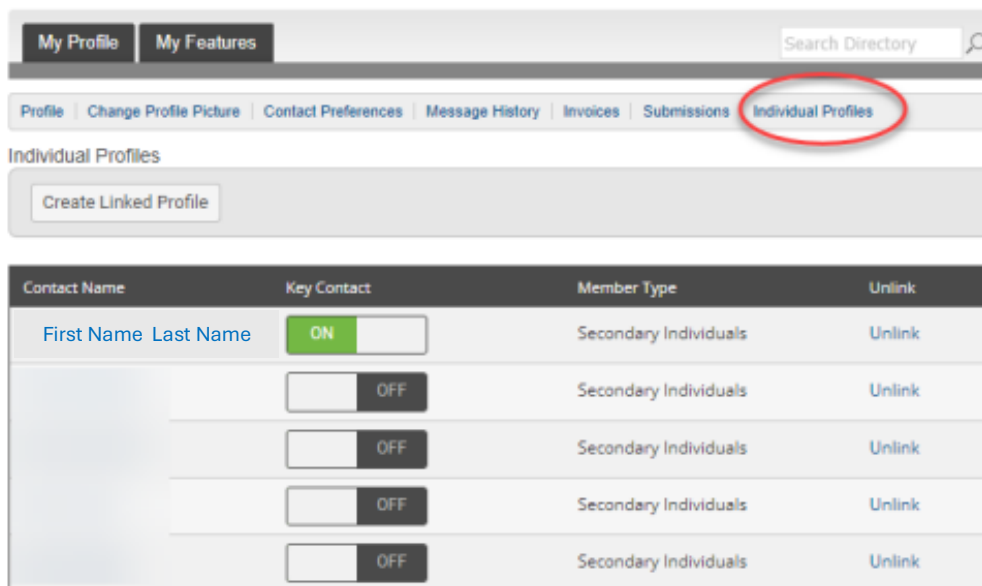
## Step 3

**If you are the Key Contact for your Institution/Organization:**

On the 'My Profile' page – click on 'My Profile' and look for 'Your Organization.' (Non-Key Contacts will see the email address of your organization's key contact on this page.)



**Key Contacts Only:** Select 'Individual Profiles' to update who is still with (or no longer with) your organization. (This ensures your Membership renewal invoice is accurate.)



**Please note: Membership renewal invoices will be sent to Key Contacts only on September 1, 2024.**

Has your organization's Key Contact departed?

Please assign a new Key Contact or send questions/requests for help to:

Lynn Lyon-Vaiden, PCACAC Executive Assistant (info@pcacac.org)