

Current FLA Members – Here's how to update your contact information

Change Email Address:

To change your contact email address, send an email message to fla.admin@comcast.net with your old and new email addresses.

Update Other Contact Information:

1. Go to <http://www.regonline.com/Checkin.asp?EventId=114714>.
 - Enter the **email address** you used for your membership (enter it twice)
 - Select Membership Type
 - Click on **Already Joined**
2. At next page, enter your password.

*To retrieve your password, click on **Forgot Your Password** and then click on **Reset Your Password.** A password will be emailed to you from Regonline. After accessing your record, you may change the password, if desired.*
3. Select the appropriate Tab(s)
 - Account Details** – summary of payment history
 - Member Information** – update contact information
 - Scroll down to click “Edit,” then make change
 - Be sure to click “Save” when finished
 - Membership Details** –change dues level or Member Groups
 - Scroll down to click “Edit,” then make changes
 - Click “Next” to continue, then “Finish”
 - Payments** – view payment history.
 - To change payment type (credit card, check or purchase order) or to update credit card information, click “Modify.”
 - Renew Now** – review fees. This action charges you for dues and provides an opportunity to donate to FLA.
 - If changes needed, return to **Membership Details** and select “Edit”
 - Otherwise, click “Next”
 - Verify payment information and click “Finish”