

How do I edit my profile?

These instructions can be found online at:

http://www.charityvillage.com/cv/faq/faq_adv_24.html

To edit your personal profile:

1. **Go to the** Advertiser Log-in page at: <http://www.charityvillage.com/client/index.asp>
2. **Enter your username and password** as noted in the confirmation e-mail you received when you registered. **Click the "Log-in" button.**

If you have forgotten your log-in information, enter your e-mail address in the "Forgot Your Password" section below the log-in area and we will e-mail the information to you.

3. When you are logged in to the "My Desk" screen, under the "Resources" heading, **click the "My Profile" link.**
4. On the "**Edit Your Profile**" page, **make any changes** you want. Required fields are marked with a red dot (●). To select multiple items, use CTRL+click for PCs and CMD+click for Macs.
5. When you have finished making changes, click the "Update Profile" at the bottom of the page to save your changes and return to the "My Desk" page.

Please note: You cannot change your own Organization Name. If you have moved to a new organization, or if name of your organization has changed, please contact our Coordinator at 1-800-610-8134 or e-mail help@charityvillage.com