

UPDATING PERSONAL INFORMATION AT HOME OFFICE



If you have moved, have a new email address, or a new telephone number, you need to update this information at Home Office. This information was once taken care of by your Chapter, District and Region Membership Enhancement Coordinators. It is now necessary for each individual Member to update his/her own personal information.

You can do this one of three ways:

Call Customer Service – 1-800-843-9460

Email Customer Service - CustomerService@GWRRA.org

Go online – www.gwrra.org/members

To update your information online: Go to www.gwrra.org/members

If you have never logged on to this sight, you will first need to obtain log-in information. This can be done by clicking on the Welcome (Log-in) page where instructed. After you complete this process you will receive an email with your user name and password.

After you have received your user name and password return to the Log-in page and on the left side of the screen click on “Manage My Records”.

Click **Continue.** Enter your user Name and password.

Click **Continue.** At the **Choose** prompt you will need to arrow down and select the option you need to change.

After you have made your changes you will need to click the **Submit Changes** button. This will update your information. When you have completed all the changes you need to make, be sure to **log off.**

If you have any questions, feel free to contact Customer Service at the email address or phone number listed above.

“EVERY MEMBER MATTERS”

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