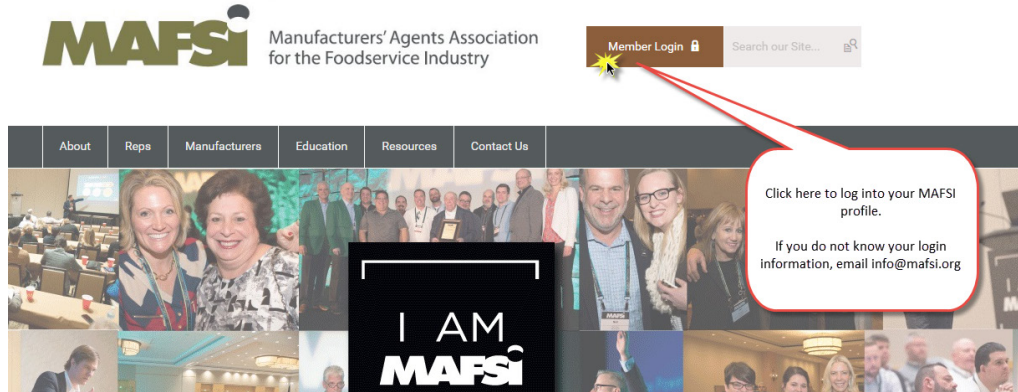


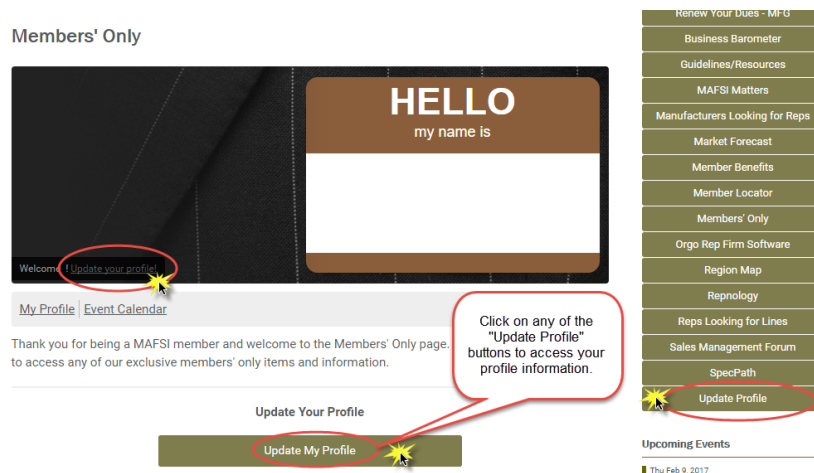
How-To Update your MAFSI Profile and Locator Listing for Reps

This guide will walk you through how to update your employee MAFSI profile and your Company profile listing. The company information is only available to the company's principals. If you need to update your principal information, please email info@mafsi.org.

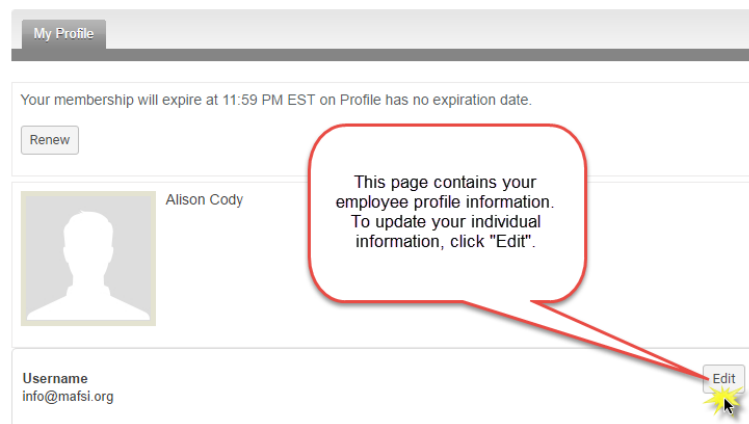
1. Please go to www.mafsi.org and click on the "Member Login" button on the top of the page. If you do not know your login information, please email info@mafsi.org.



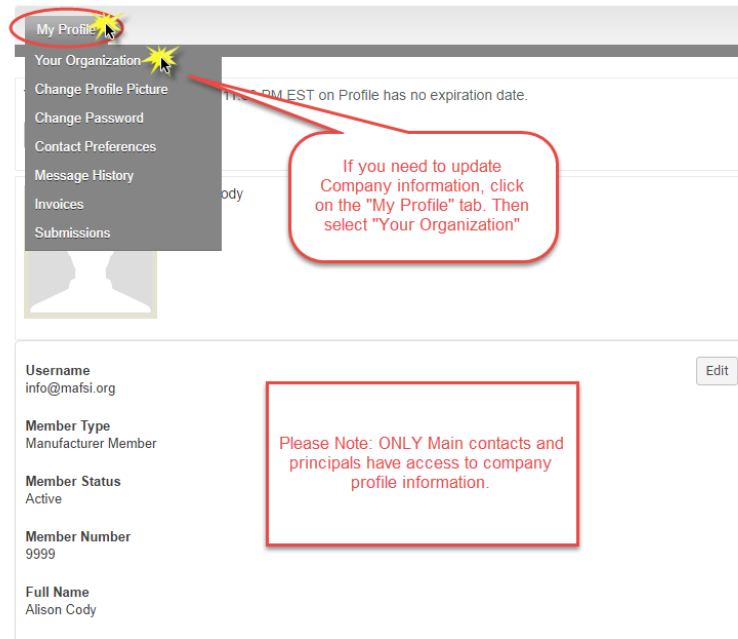
2. Once you have logged into your profile, please click on one of the 3 available "Update My Profile" Links.



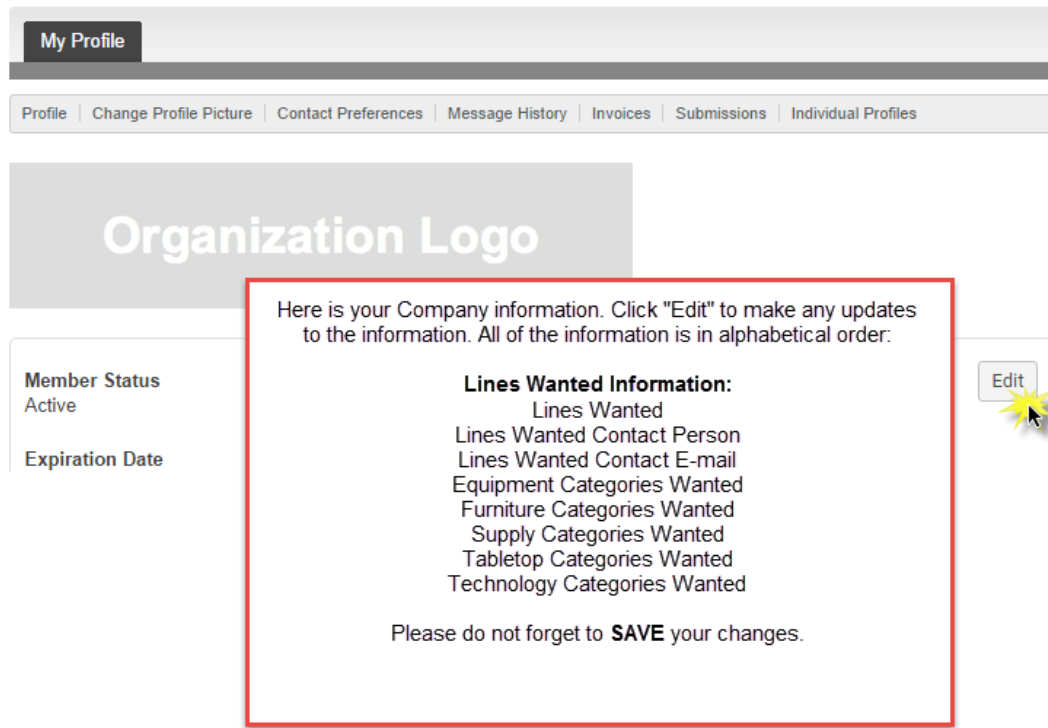
3. Clicking on that link will take you to your **EMPLOYEE INFORMATION**. If you need to update any of your personal information, click "Edit" and you will be able to update your information. Remember to click "SAVE" when you are finished.



4. If you are a principal and want to update your company's listing, click on the "My Profile" tab in the left-hand corner of the page. A drop down menu will appear and you should select "Your Organization". This will take you to your company's profile page. If you do not see the "Your Organization" selection, you are not listed as a principal and you will need to contact info@mafsi.org for assistance.



5. Here is your company information. Click "Edit" to update your company information. All of the company information is listed in alphabetical order. If you are looking for lines, you will want to update all of the fields listed below. Remember to click "Save" when you are finished.



6. For any other questions about your profile, please email MAFSI at info@mafsi.org or call 404-214-9747.