

How to Edit Contact Info for PIJAC Member Organizations

MAXIMIZE YOUR MEMBERSHIP: Use these steps to ensure the contact/billing/email information is accurate for your Member Organization

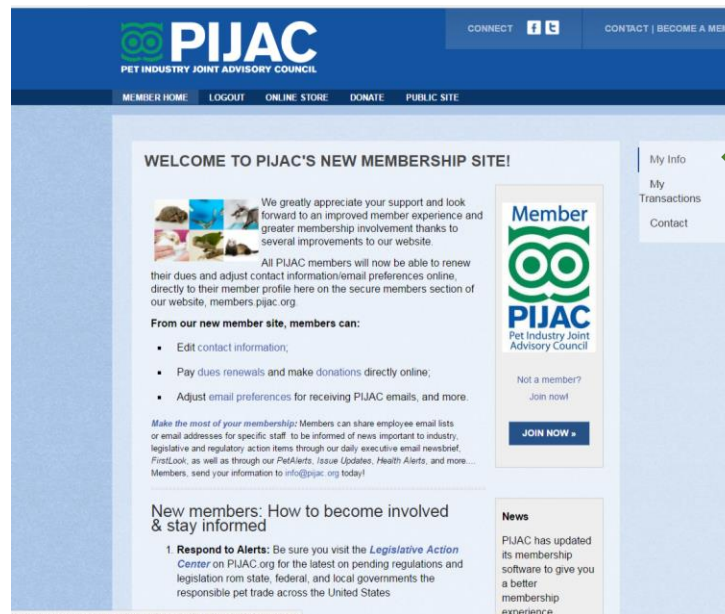
PLEASE NOTE: Only the **primary contact assigned to the member organization** record in our system will be able to directly edit the address/contact information for the organization. Other employees/contacts associated with the member organization will only be able to edit their individual contact information, and not the organization's contact information in our database.

TIP: The primary contact for a member organization also has the **ability to add and manage employees or other contacts** for their org by clicking on "Manage Org Individuals" from the "Organization Information" page and adjusting the information accordingly.

- *Why add employees or contacts affiliated with your organization?* So they may receive important legislative updates, industry news, and PetAlerts they may use our system to weigh in with your organization's views on legislative and regulatory matters important to your business and the pet industry. The more local advocates we can have email their legislators on an issue, the better our chances for a favorable outcome.

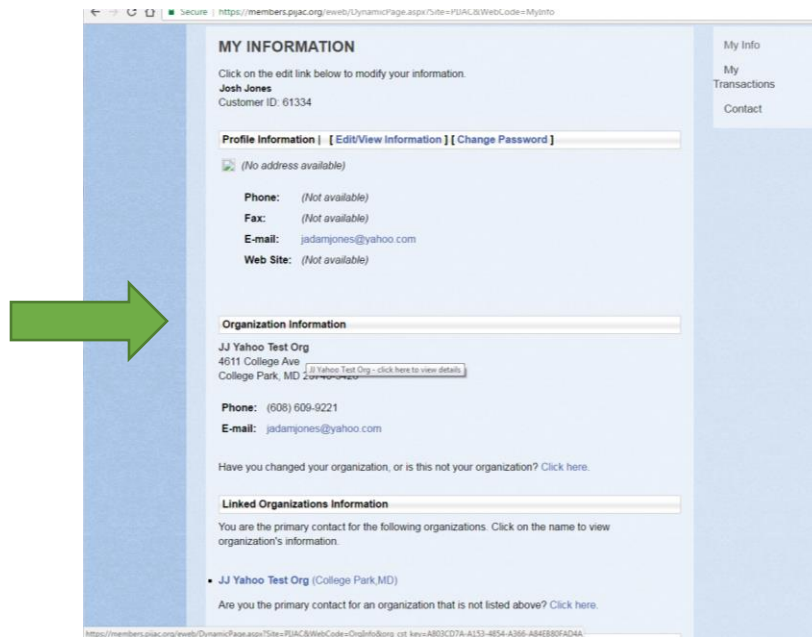
Primary contacts listed for member organizations may follow these steps to edit the contact information for the organization:

1. Login to <https://members.pijac.org> and select "My Info" from menu on the right of screen.

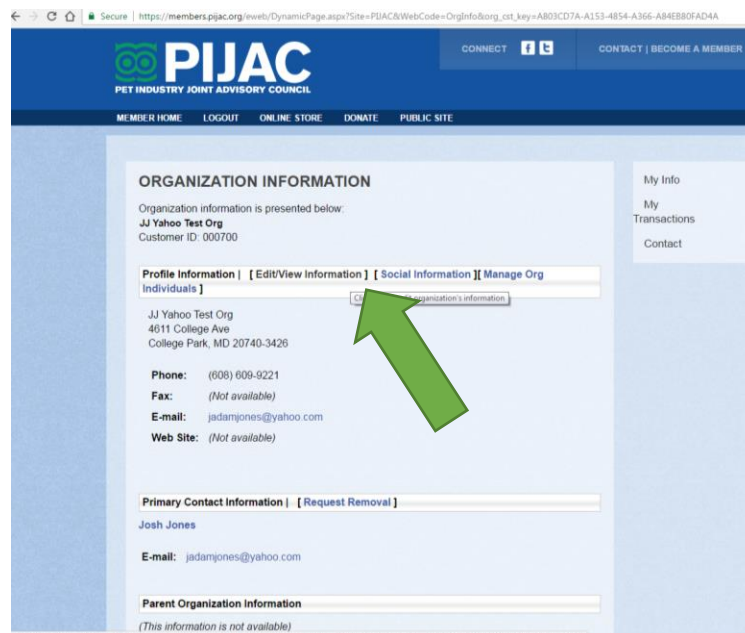


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- From the “**My Information**” page, click on the name of your organization which appears below your individual contact information under the “*Organization Information*” heading.



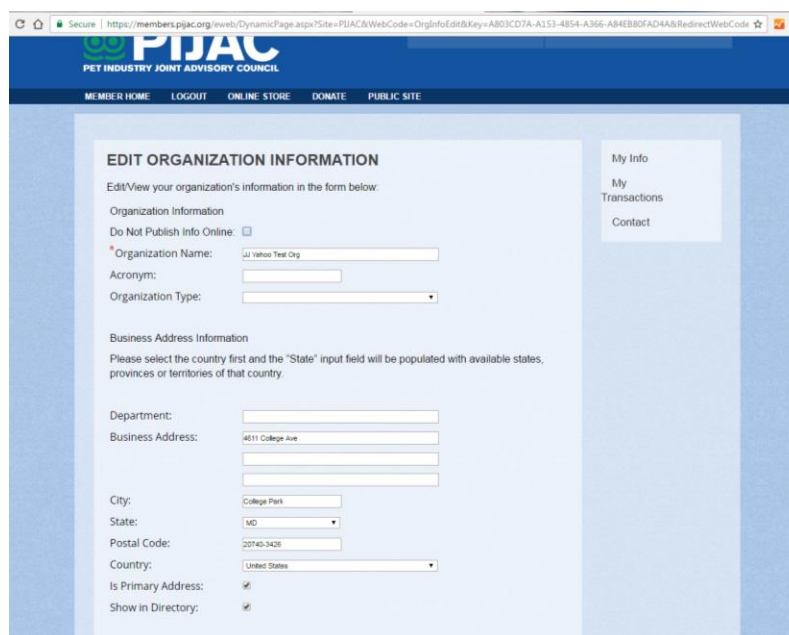
- Next, on the “**Organization Information**” page, select the “*Edit/View Information*” menu option.



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4. Your browser should now display the **“Edit Organization Information”** page.

Here is where the primary contacts for member organizations can edit the contact information in our system for their group. Simply scroll down, enter or adjust the information in the entry fields, and remember to click the **“SAVE ORGANIZATION”** button below the entry fields when finished your edits. You also have the option to **“CANCEL”** any edits prior to saving if you wish.



The screenshot shows a web browser window displaying the PIJAC (Pet Industry Joint Advisory Council) website. The page title is "EDIT ORGANIZATION INFORMATION". The form is divided into several sections: "Organization Information" with fields for "Organization Name", "Acronym", and "Organization Type"; "Business Address Information" with fields for "Department", "Business Address", "City", "State", "Postal Code", and "Country"; and checkboxes for "Is Primary Address" and "Show in Directory". A sidebar on the right contains links for "My Info", "My Transactions", and "Contact". The browser's address bar shows the URL: <https://members.pijac.org/veb/DynamicPage.aspx?Site=PIJAC&WebCode=OrgInfoEdit&Key=A803CD7A-A153-4E54-A366-A84E88FAD4A8&RedirectWebCode>.

5. After clicking **“SAVE ORGANIZATION”** at the bottom of the page, your browser will return to the **“Organization Information”** page and the edited/corrected contact information as edited will display on screen.

If everything looks correct, congratulations!

The primary contact for the member organization has successfully edited the group’s contact information. If the correct information is not displaying or you have additional questions, please contact us directly.



Questions or need additional assistance with members.pijac.org?

Please contact us at 202/452-1525 x 1090 or info@pijac.org and we will respond as quickly as possible.