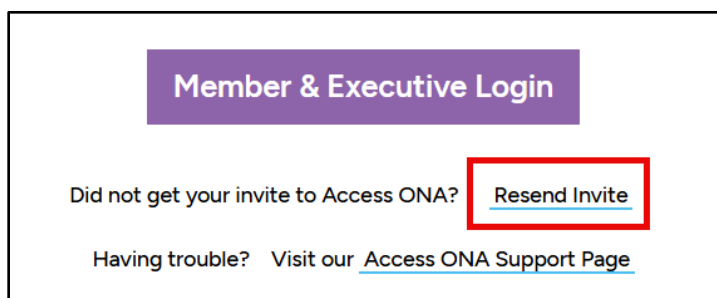


UPDATING YOUR INFORMATION IN ACCESS ONA

Access ONA provides the ability to update your personal information, such as name, address, email and phone, directly in the system.

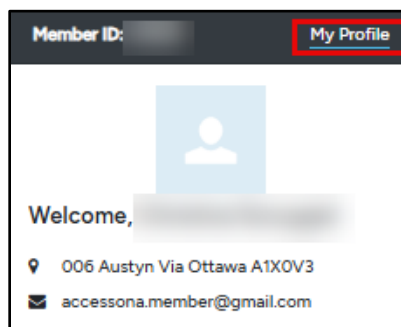
1. Launch Access ONA by entering the <https://access.ona.org> URL in a web browser – this will take you to the *login screen*.
2. Complete the login process, ensuring you enter your personal email.

Note: If you have never logged into Access ONA, click **Resend Invite** at the *login screen*, then enter your personal email when prompted:



Refer to Section 1 of the *Access ONA Member Learning Guide* to complete the Access ONA registration process: <https://access.ona.org/docs/default-source/default-document-library/access-ona-member-learning-guide-v2.pdf>

3. Once logged in, click **My Profile** at the left of the screen:



4. Click **Edit Member Information**, then proceed to update your personal information:



5. For updating an address, start by clicking the *Something doesn't look correct, I want to edit the address checkbox*. The best practice for entering an address update is to start entering the new address in the **Address Complete** field, then select the address that appears – this will complete all the address fields (minus the RR/PO/STN field, which needs to be entered manually if needed):

Address Complete

Something doesn't look correct, I want to edit the address.

Apt/Unit-Number Street Name *	R.R/PO Box/STN
<input type="text" value="85 Grenville St"/>	<input type="text"/>
City *	Country *
<input type="text" value="Toronto"/>	<input type="text" value="Canada"/>

6. Click **Submit Member Information** to submit your updates:

Please wait 5 business days for your updates to reflect in the system.