

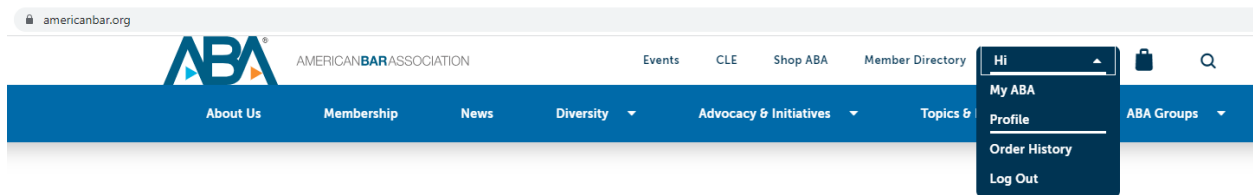
How do I log into the website?

If this is the first time you are signing in to the new ABA website, you will need to create/claim your account by going to <https://www.americanbar.org/claim/>. This process will require you to create a new password. The password is case-sensitive and must be 10 characters or more with a combination of upper and lower-case letters, numbers, and symbols. For additional login assistance, please contact Member Service Center at (800) 285-2221 (domestic calls only) or (312) 988-5522 between 9 am and 6 pm ET on weekdays.

How do I update my profile?

You can access your online member profile at <https://www.americanbar.org/my-aba/profile/>.

Or you can access your profile by selecting Profile from the drop-down menu below your name:



What are the guidelines for required profile information?

See below for more information on updating:

- [Name](#)
- [Location & Company Name](#)
- [Photo](#)
- [Biography](#)

Name

Under the Name section of the profile, provide your First Name, Middle Name (optional), Last Name, and Suffix (optional) as you like it to appear.

americanbar.org/my-aba/profile/

ABA AMERICANBAR ASSOCIATION

Events CLE Shop ABA Member Directory

Name

Name

Email Address(es)

Password

Postal Address(es)

Phone Number(s)

Education

Bar Admission(s)

FIRST NAME

MIDDLE NAME (OPTIONAL)

LAST NAME

SUFFIX (OPTIONAL) ▾

PREFERRED NAME (OPTIONAL) ⓘ

SAVE [CANCEL](#)

Location and Company Name

The public-facing profile can include your location (city, state) as well as your company name should you wish to share this information.

The screenshot shows a profile editing interface. On the left is a blue sidebar menu with the following items: Name, Email Address(es), Password, Postal Address(es) (highlighted with a right-pointing chevron), Phone Number(s), Education, Bar Admission(s), Practice Details, Demographics, Credit Card, Additional Information, and Emergency Contact(s). The main content area is a form for adding or editing a postal address. The form fields are: ADDRESS TYPE (dropdown menu with 'Work' selected), COUNTRY/AREA (dropdown menu with 'United States' selected), COMPANY NAME (OPTIONAL) (text input with 'American Bar Association'), STREET ADDRESS (text input with '321 N Clark St'), SUITE/FLOOR/APARTMENT (OPTIONAL) (text input), CITY (text input with 'Chicago'), STATE/PROVINCE (dropdown menu with 'Illinois' selected), and POSTAL CODE (text input with '60654-4714'). Below the fields are three checkboxes: 'Save as primary address' (checked), 'Include in print directory' (unchecked), and 'Include in online directory' (checked). At the bottom of the form are two buttons: a blue 'SAVE' button and a blue 'CANCEL' link.

To update your location and/or company name, go to the Postal Address(es) section of your profile and check that your primary address includes the following:

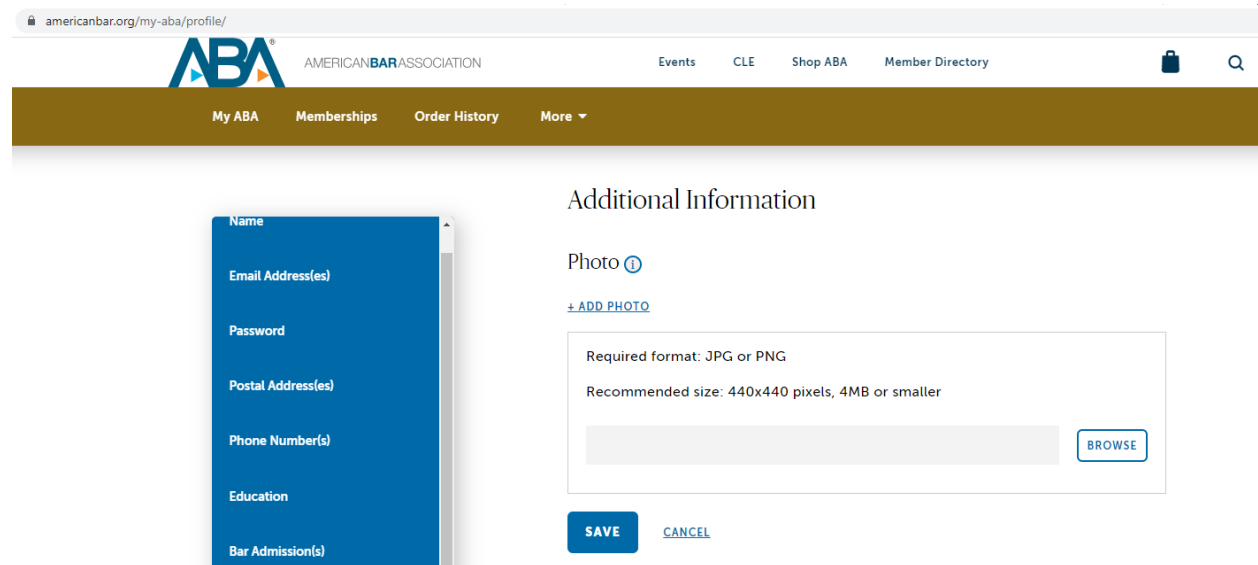
- An address type of Work
- A Company Name
- A check to include this primary address in the online directory

Photo

Under Additional Information, upload a photo in JPG or PNG format.

Tips for photos:

- A square image works best
- Use a professional headshot or any photo cropped to clearly show your face
- Recommended dimensions for a profile photo are 440x440 pixels
- Maximum file size is 4MB



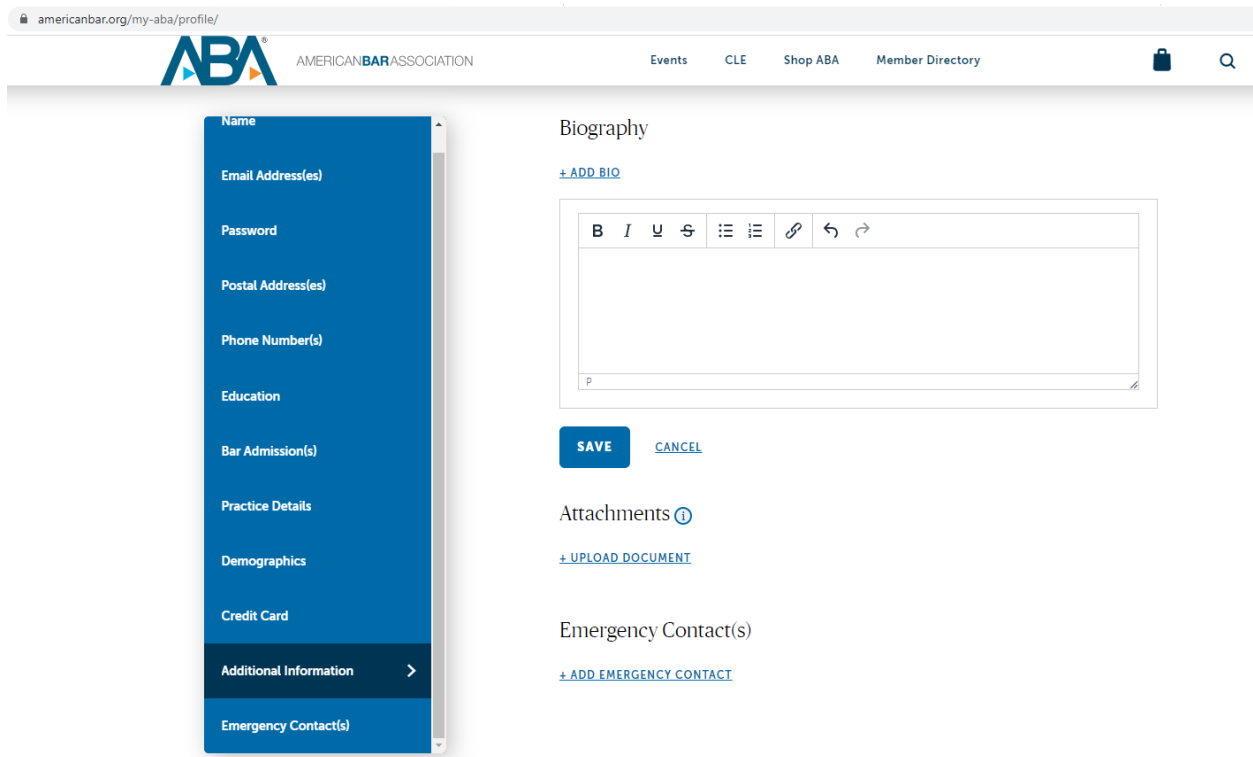
The screenshot shows the American Bar Association (ABA) website profile page. The browser address bar displays "americanbar.org/my-aba/profile/". The navigation bar includes the ABA logo, "AMERICAN BAR ASSOCIATION", and links for "Events", "CLE", "Shop ABA", and "Member Directory". A secondary navigation bar contains "My ABA", "Memberships", "Order History", and "More".

The main content area is titled "Additional Information". Under the "Photo" section, there is a link to "+ ADD PHOTO". Below this, a box contains the following text: "Required format: JPG or PNG" and "Recommended size: 440x440 pixels, 4MB or smaller". A "BROWSE" button is positioned to the right of a grey input field. At the bottom of the form, there are "SAVE" and "CANCEL" buttons.

A sidebar menu on the left lists various profile sections: Name, Email Address(es), Password, Postal Address(es), Phone Number(s), Education, and Bar Admission(s).

Biography

Also under Additional Information, a biography can be added.



The screenshot shows the American Bar Association (ABA) profile page. The browser address bar displays "americanbar.org/my-aba/profile/". The page header includes the ABA logo and "AMERICANBARASSOCIATION", along with navigation links for "Events", "CLE", "Shop ABA", and "Member Directory". A search icon is visible in the top right corner. On the left side, a vertical blue menu lists various profile sections: "Name", "Email Address(es)", "Password", "Postal Address(es)", "Phone Number(s)", "Education", "Bar Admission(s)", "Practice Details", "Demographics", "Credit Card", "Additional Information" (highlighted with a right-pointing chevron), and "Emergency Contact(s)". The main content area is titled "Biography" and features a "+ ADD BIO" link. Below this is a rich text editor with a toolbar containing icons for bold (B), italic (I), underline (U), strikethrough (ABC), bulleted list, numbered list, link, unlink, undo, and redo. The editor's text area contains a single character "P". Below the editor are "SAVE" and "CANCEL" buttons. Further down, there is an "Attachments" section with a dropdown arrow and a "+ UPLOAD DOCUMENT" link. The "Emergency Contact(s)" section is also visible with a "+ ADD EMERGENCY CONTACT" link.

Take note that it will be the first 225 characters of the biography that will be used in certain displays of author profile information.