How to Update the Addresses in your Member Record

Begin by logging into the ASA website. To do this click LOG IN in the upper right corner of the website. (www.asanet.org)

Under the heading **Member Info**, select “Update Your Member Record.”

On the Summary Page you will see several tabs. Select the tab labeled “Address.”

Review your addresses. Your key address will be noted with an asterisk.

To change your key address, select the address you would like to be your key address. Check the box for “Default Address.” Click “Update.”

OR

To add an address, click “Add New” and enter a new address. Check the box for “Default Address” if you would like this to be your key address. Click “Update.”