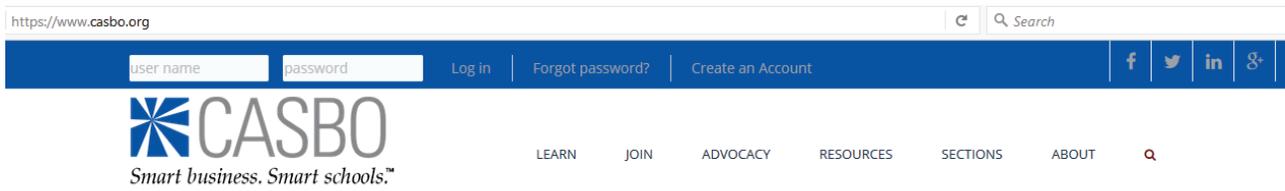


### Create Your Profile

1. [Visit our website](#) and make sure you are looking at the CASBO home page:



If you do not see this image at the top of your browser, it means you are looking at our old website which might be stored in your Favorites or cached in your browser. You will need to clear that out to access the correct page.

2. Once you are on the correct site, find the user name and password box in the upper left corner. Click “Create an Account” to create your user profile and set up your user name and password.



3. As you create your individual profile, it’s important to link it to your employer’s profile so that our system knows your status and whether or not you’re able to take advantage of any organizational subscription benefits:
  - a. Using the magnifying glass icon located next to the “Company Lookup” search box, find your employer in the drop-down menu and add it to your profile.

**Note:** If you cannot find an employer using the “Company Lookup” tool, it means that they do not have a CASBO account profile yet. In that case, please complete the [contact form](#) linked at the top of that page.

- b. Complete and submit your individual profile form, and set your user name and password as instructed.

### Changing or Updating Your Profile\*

4. Once your profile has been created, you can check your information. Return to the upper left corner of our website, and next to your name, hover over “My Account > My Profile Settings” and then click on “Individual Profile” to:
  - a. Confirm that your employer is correct and showing as preferred (you should see your current work address, phone and email with checkmarks next to them).
  - b. Change or update your current employer information using the “Edit” button.
5. If your employer is NOT correct, return to “My Account > My Profile Settings” and click on “Manage My Employment” to find and add the correct employer. You can also set the start date for your current employer here, as well as find and add previous employers and those employment start and end dates using the “Add Employer” button.
6. To set your communication preferences, return to “My Account > My Profile Settings” and then click on “Communication Preferences” and “Edit My Preferences.” If there are any publications you do NOT want to receive, click the opt-out button to disable automatic emailing.

\*Depending on how your browser works, you may need to log out and log back in – or even restart your computer – to see changes.

**That’s it! You’re all set to use the CASBO website!**