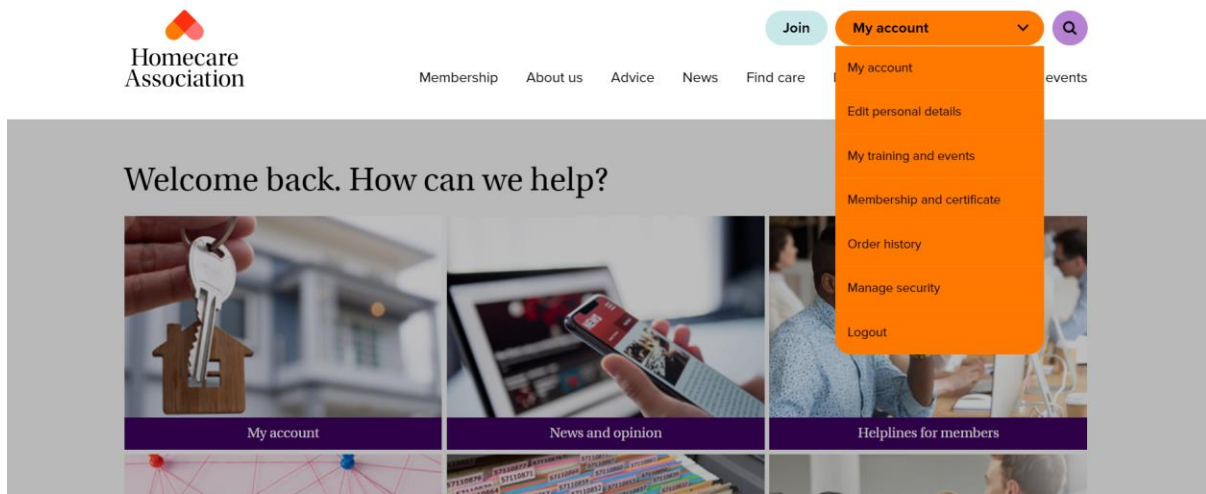
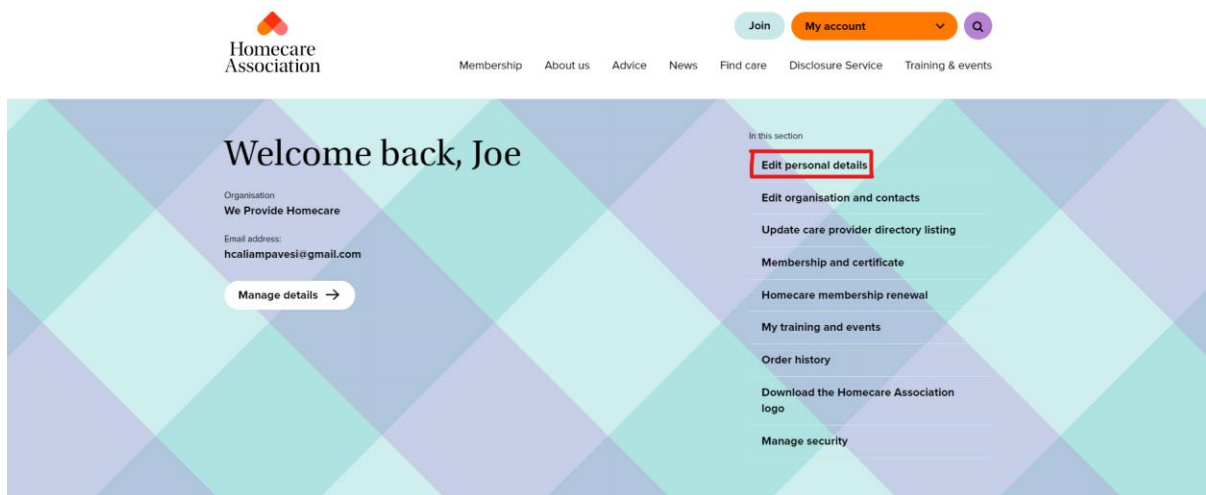


## Edit Personal Details

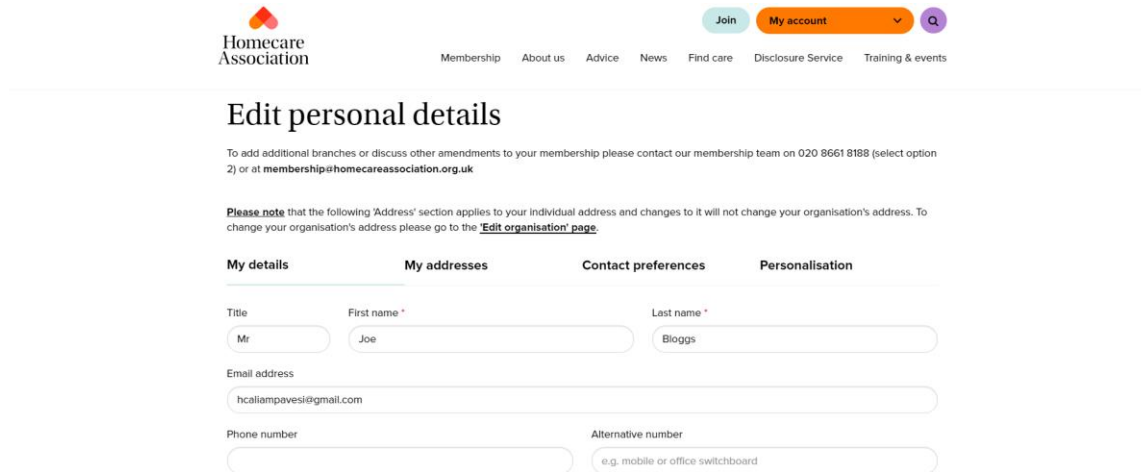
1. Log into your personal account.
2. Navigate to '**My Account**'



3. From your options, select '**Edit personal details**'



4. From this page, you are able to edit your personal details, your addresses, your contact preferences and also your personalisation.



The screenshot shows the 'Edit personal details' page of the Homecare Association. At the top, there is a navigation bar with the Homecare Association logo, a 'Join' button, a 'My account' button with a dropdown arrow, and a search icon. Below the navigation bar, there is a list of links: Membership, About us, Advice, News, Find care, Disclosure Service, and Training & events. The main heading is 'Edit personal details'. Below this, there is a note: 'To add additional branches or discuss other amendments to your membership please contact our membership team on 020 8661 8188 (select option 2) or at [membership@homecareassociation.org.uk](mailto:membership@homecareassociation.org.uk)'. Another note states: 'Please note that the following 'Address' section applies to your individual address and changes to it will not change your organisation's address. To change your organisation's address please go to the ['Edit organisation' page](#).' Below the notes, there are four tabs: 'My details', 'My addresses', 'Contact preferences', and 'Personalisation'. The 'My details' tab is selected. It contains several input fields: 'Title' (with a dropdown menu showing 'Mr'), 'First name \*' (with the text 'Joe'), 'Last name \*' (with the text 'Bloggs'), 'Email address' (with the text 'hcaliampavesi@gmail.com'), 'Phone number', and 'Alternative number' (with a placeholder 'e.g. mobile or office switchboard').

## My Details

You are able to change your name, email, number (and alternative number,) any honours, salutations, job titles and job roles.

## My Addresses

From here you can add an address to your account, you can also edit any existing addresses. This would be for personal correspondence if not your office address. Please note that the following 'Address' section applies to your individual address and changes to it will not change your organisation's address. To change your organisation's address please go to the 'Edit organisation' page.

## Contact Preferences

This section will allow you to switch on and off your preferred means of communication as well as subscribing and unsubscribing from our various mailing lists.

## Personalisation

With this selection, you can let us know your topics of interest for emails, blogs and other updates. The list consists of:



# Homecare Association

- Medication, health and care tasks
- Vaccination
- Live-in care
- Workforce
- Infection control
- Safeguarding
- Migration
- COVID-19
- Care service regulation
- Insurance
- Private-funded
- Local Authority and NHS
- Business issues
- Client and family issues
- About Homecare Association
- Good News
- Data protection
- Health and safety