

How to add a primary email address to your ASM Profile

1. Login to your profile at <https://myasm.asm.org/eweb>
2. On the left-hand side of the page, you will see your photo and primary contact information. Click the edit contact info button to view and add/update your email address(es) if a change is needed.



MY FULL PROFILE

Association: **ASM** / Membership Type: **Premium Membership** / Expires: **12/31/2021**

This is a screenshot of a user's profile card. At the top is a large black silhouette of a person's head and shoulders, with a small "Edit" button in the top right corner. Below the silhouette, the following contact information is listed: "Washington, DC 20036", "(202)737-3600", and "tblume@asmusa.org". The email address is marked with a green flag icon, indicating it is the primary email address. A green arrow points to this email address. Below the contact info is a "View Website" link. At the bottom of the card are two buttons: "Edit Contact Info" and "Edit Social Networks".

This is a screenshot of the "Profile Details" sidebar. It has a teal header with a person icon and the text "Profile Details (Visible Online: Yes)". Below the header, the following information is displayed: "Name: Tina D. Blume", "ID: 1128161", "Title: Manager, Manager", and "Company: American Society for Microbiology". Below this is a location pin icon followed by "1752 N Street, Washington, DC 20036". At the bottom of the sidebar is a button labeled "Add/Edit Bio".

3. On the My Contact Info Page, you can view the emails, addresses, phone and fax numbers, and degrees we have on file for you. For the email addresses, notice that one address has a green flag. This indicates that it is the primary email address listed for you and is associated with any

registrations.

Welcome, you are signed in ([Log Out](#)) [Cart](#) [My Profile](#)

MY PROFILE DIRECTORIES MEMBERSHIPS ONLINE STORE ASM CONNECT CONTACT US LOG OUT

MY CONTACT INFORMATION

[← Back to My Profile](#) [My Account Menu](#)

Manage your contact information by clicking on the edit or add icons. The contact information with the flag displayed next to it indicates it is currently marked as "primary" in your record.

✉ My Email Addresses		+ Add
business:	tblume@asmusa.org	<input checked="" type="checkbox"/> Edit
personal:	email21@email.com	Edit

🏠 My Addresses [+ Add](#)

4. If your primary email address is not associated with your abstract submission, you will need to change it. Please note that you do not need to delete any email addresses on file to do this.
5. In this example, we will assume that the "personal" email address listed is associated with your abstract. It is not listed as the primary email, so we will need to make it the primary one. To do this, click the "Edit" button for the personal email address.

Welcome, you are signed in ([Log Out](#)) [Cart](#) [My Profile](#)

MY PROFILE DIRECTORIES MEMBERSHIPS ONLINE STORE ASM CONNECT CONTACT US LOG OUT

MY CONTACT INFORMATION

[← Back to My Profile](#) [My Account Menu](#)

Manage your contact information by clicking on the edit or add icons. The contact information with the flag displayed next to it indicates it is currently marked as "primary" in your record.

✉ My Email Addresses		+ Add
business:	tblume@asmusa.org	<input checked="" type="checkbox"/> Edit
personal:	email21@email.com	Edit

🏠 My Addresses [+ Add](#)

- You will need to ensure pop-ups are enabled so that you can see the "Edit Email" form. To make the email your Primary email, click the "Primary?" checkbox and then "Save".

The image shows a modal window titled "Edit - Email" with a close button (X) in the top right corner. The form is titled "Email Information" and contains the following fields and options:

- Customer:** Blume Tina D.
- Type:** A dropdown menu currently set to "personal".
- Email:** A text input field containing "email21@email.com".
- Required:** A label in orange text.
- Primary?:** A checkbox that is currently unchecked. A green arrow points to this checkbox.
- Unlisted?:** A checkbox that is currently unchecked. A green arrow points to this checkbox.
- Buttons:** Three buttons at the bottom: "Save" (highlighted in blue), "Delete", and "Cancel".

The background of the modal shows a blurred view of a directory page with text like "DIRECTORI", "edit or add icons.", "tblume", "email2", "2915 Charre", "1752 N Stre", "edit or add icons.", and "(202)7".

7. Your Primary email has now been changed to the one listed as personal. Please note that if none of the email addresses listed in your profile are associated with you abstract submission, you can add it by clicking the **+Add** button at the top of the section. For assistance, contact customer service at Service@asmusa.org

The screenshot shows the user interface for the American Society for Microbiology (ASM) website. At the top, there is a navigation bar with the ASM logo and the text "AMERICAN SOCIETY FOR MICROBIOLOGY". To the right of the logo, there are links for "MY PROFILE", "DIRECTORIES", "MEMBERSHIPS", "ONLINE STORE", "ASM CONNECT", "CONTACT US", and "LOG OUT". In the top right corner, there is a welcome message: "Welcome, you are signed in (Log Out) Cart My Profile".

The main content area is titled "MY CONTACT INFORMATION". Below the title, there is a "Back to My Profile" button and a "My Account Menu" dropdown. A green arrow points to the "My Account Menu" dropdown. Below this, there is a section for "My Email Addresses" with a "+Add" button. A green arrow points to the "+Add" button. Below the "My Email Addresses" section, there is a table with two rows:

Type	Email Address	Action
business:	tblume@asmusa.org	Edit
personal:	email21@email.com	Edit

A green arrow points to the "personal:" row, indicating it is the primary email address. The "Edit" button for the personal email is also highlighted with a green arrow.