

# HOW TO ADD YOUR EPA CORE ID TO YOUR PROFILE

On the OAWWA website, sign in using the Sign In box on the homepage or the Sign In link at the top of every page.

The screenshot shows the OAWWA website homepage. At the top, there is a navigation bar with links for "Contact Us", "Sign In", and "Create a Profile". A red arrow points to the "Sign In" link. Below the navigation bar is the Ohio Section logo and the tagline "A better Ohio through better water". A horizontal menu contains links for "Ohio Section", "Membership", "Training & Events", "Annual Conference", "Jobs", and "Resources". The main content area features a large banner for "UPCOMING EVENTS" with a "VIEW" button. Below the banner, there is a "Sign In" section with a "Sign In securely" button, which is highlighted by a red arrow. To the left of the sign-in box, there is a "Welcome to the new OAWWA.org!" message and a list of new site features. At the bottom of the page, there are links for "Latest News" and "OAWWA Calendar". The Windows taskbar is visible at the bottom of the browser window.

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Click Manage Profile under the right hand side of the screen.

The screenshot shows a web browser window displaying the OAWWA website. The browser's address bar shows the URL <https://oawwa.site-ym.com/members/>. The website header includes the OAWWA logo, the text "Ohio Section American Water Works Association", and the slogan "A better Ohio through better water". Navigation tabs include "Ohio Section", "Membership", "Training & Events", "Annual Conference", "Jobs", and "Resources".

The main content area is titled "EMILY DAVIS" and features a profile section with a message: "Your profile is hidden. It cannot be seen by other members of the community." Below this is a "Feeds" section with tabs for "Wall" and "Bio". A post from Emily Davis is visible, stating "Emily Davis registered for the event SE District Friends & Family Night. Posted 3/29/2017".

On the right side, there is a "My Profile" sidebar with a list of links: "Profile Home", "Manage Profile", "Groups", "Messages", "Connections", "Membership Info", and "Refer a Friend". A large red arrow points to the "Manage Profile" link. Below this sidebar are sections for "Latest News" and "OAWWA Calendar".

The bottom of the browser window shows the Windows taskbar with various application icons and the system tray displaying the time as 12:33 PM on 3/31/2017.

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From the Manage Profile, click Edit Bio.

The screenshot shows a web browser window displaying the 'Manage Profile' page for the Ohio Section of the American Water Works Association. The page has a navigation bar with links for 'Ohio Section', 'Membership', 'Training & Events', 'Annual Conference', 'Jobs', and 'Resources'. The main content area is titled 'MANAGE PROFILE' and is divided into several sections:

- Profile Home**: A link to the user's profile page.
- Information & Settings**: A section containing three links:
  - Edit Bio**: 'Update your information and choose privacy settings for individual fields.' A red arrow points to this link.
  - Preferences**: 'View and manage preferences and notification settings for your account.'
- Invoicing, Payments & History**: A section containing two links:
  - Invoices**: 'View, print and pay your invoices.'
  - Membership**: 'View your membership status and view membership renewal options.'
- Content & Features**: A section containing two links:
  - Pages**: 'Create pages linked to your profile, manage settings, edit existing pages.'
  - Photo Gallery**: 'Post photos, manage albums, update captions and view your photos.'
- Community**: A section containing three links:
  - Messaging**: 'Read and manage messages, create and organize message folders.'
  - Groups**: 'View and manage group membership, configure group options.'
  - Connections**: 'View connection requests, manage connections and categories.'
  - Referrals**: 'View referrals, track referral history and send invitations.'

On the right side of the page, there is a 'My Profile' sidebar with a list of links: Profile Home, Manage Profile, Groups, Messages, Connections, Membership Info, and Refer a Friend. Below this is a 'Latest News' section with a 'MORE' link, showing a news item from 3/2/2017 titled 'Ohio town wins top US tap water prize'. At the bottom of the page, there is an 'OAWWA Calendar' section with a 'MORE' link, showing several events for 2017, including the Southern Ohio Utility Expo, Lake Erie Water Plant Group Spring Meeting, Northern Ohio Water & Wastewater Expo, and SE District Spring Study Session.

The browser's address bar shows the URL: [https://oawwa.site-ym.com/members/manage\\_profile.asp](https://oawwa.site-ym.com/members/manage_profile.asp). The browser's status bar at the bottom indicates the user is signed in as 'EMILY DAVIS' and the current time is 12:34 PM on 3/31/2017.

# HOW TO ADD YOUR EPA CORE ID TO YOUR PROFILE

From the Edit My Member Profile page, scroll to the bottom of the page. Add your EPA CORE ID number in the space provided and click Save.

The screenshot displays the 'Edit My Member Profile' page. The 'Professional Information' section is highlighted in blue. The 'EPA CORE ID' field is located at the bottom of the form, with a red arrow pointing to it. The field is currently empty. Below the form are two buttons: 'SAVE CHANGES' and 'CANCEL'. The footer of the page contains contact information for the Ohio Section American Water Works Association, including the address '17 S. High Street, Suite 200, Columbus, Ohio 43215', phone number '844-766-2845', and email 'oawwa@essnoffices.com'. The taskbar at the bottom shows the system tray with the date '3/31/2017' and time '12:35 PM'.