

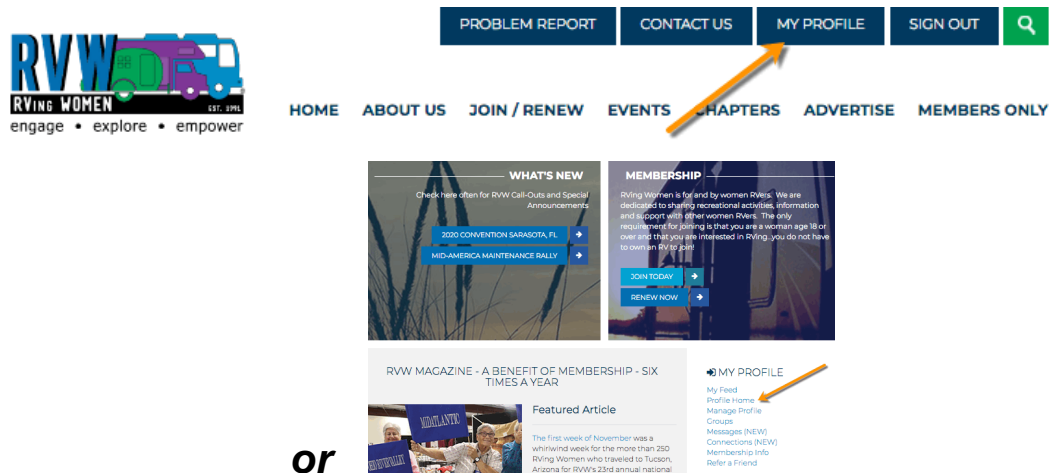
## How to Edit Your Profile & Preferences

This information is from the RVW document “How to Use the RVW Website” which is posted under Members Only>Training Videos and Help, so be sure to go there for more information.

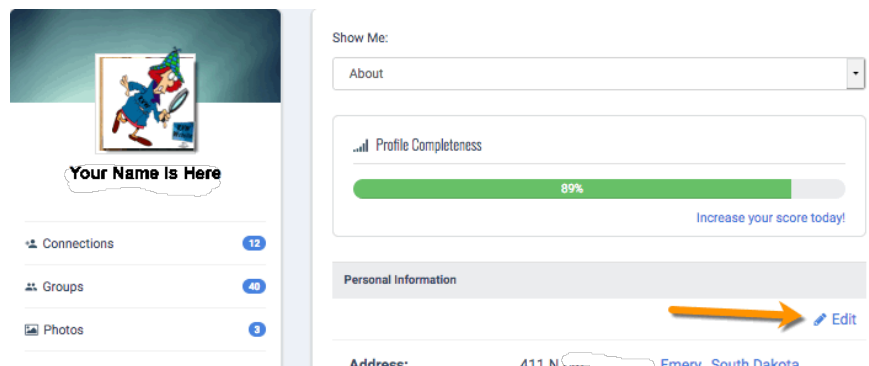
### How do I update my personal information?

To update your address, phone numbers, email address and other personal information:

1. Select **My Profile** on the top right of opening screen or on other screens, right side

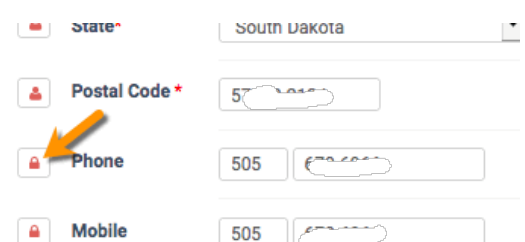


2. Select **EDIT** on right side of screen



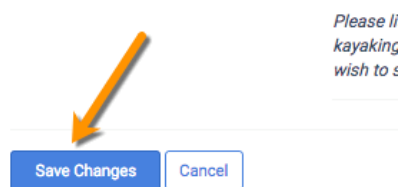
3. Review all account information to be sure it is correct **MOST IMPORTANT IS AN EMAIL ADDRESS!!!**

4. Click on “**padlock icon**” on left side of each entry to allow it to be shared with others or to keep it protected from others’ view. Remember it might be helpful to allow others to view your email address, even if you wish to have your name/address/phone number remain private.



5. Update ALL information as needed

6. Remember to Select **SAVE CHANGES** at the bottom of this screen!



This is a good time to review what information you receive from RVW – follow the steps below to review and update your communication preferences.

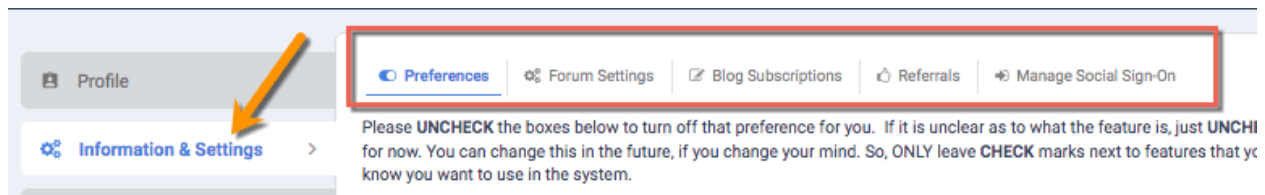
## How do I manage what information I receive from RVW?

To select the group correspondence you want to receive

1. Go into **My PROFILE** (#1 above)

2. Select **EDIT** (right side of screen) then click on “Information and Settings” on left side of screen (# 2 above)

3. Review all choices at top of screen (**Preferences, Forums, Blogs, etc.** and check/uncheck those you wish to receive or to not receive.



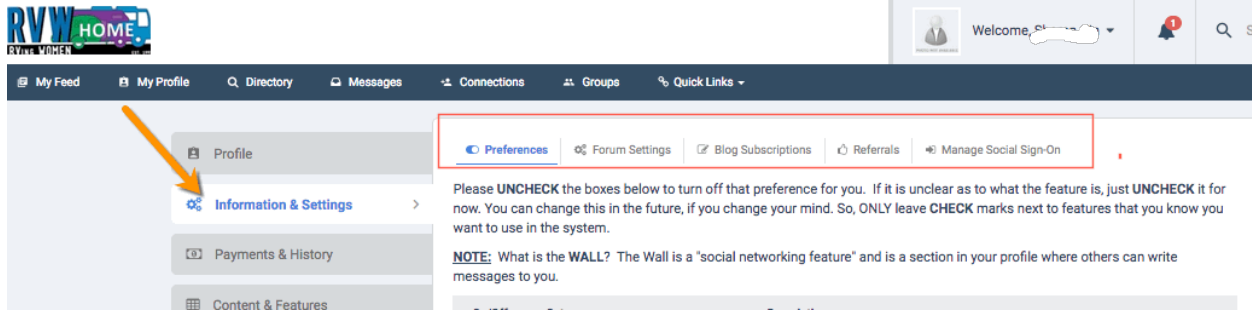
4. Remember to select **Save my Settings** at bottom of screen for each screen! (#6 above)

Is there information you are not getting but want to receive from RVW?  
Are you getting information sent to you that you don't want to receive?  
Very simple solution and very easy to do!

## UPDATE YOUR PREFERENCES IN YOUR PROFILE

Just click on “Information & Settings”

You will then see your profile preferences available at the top. (in the red box pictured below)



Scroll down the page where you will see a lot of check boxes. Just check the items you want and uncheck the items you do not want. It's that easy!!

**REMEMBER TO SCROLL TO BOTTOM OF PAGE AND HIT "SAVE MY SETTINGS".**

You can then go to the other choices at the top of the page and also check your preferences and get other information for what you have as your preferences.

