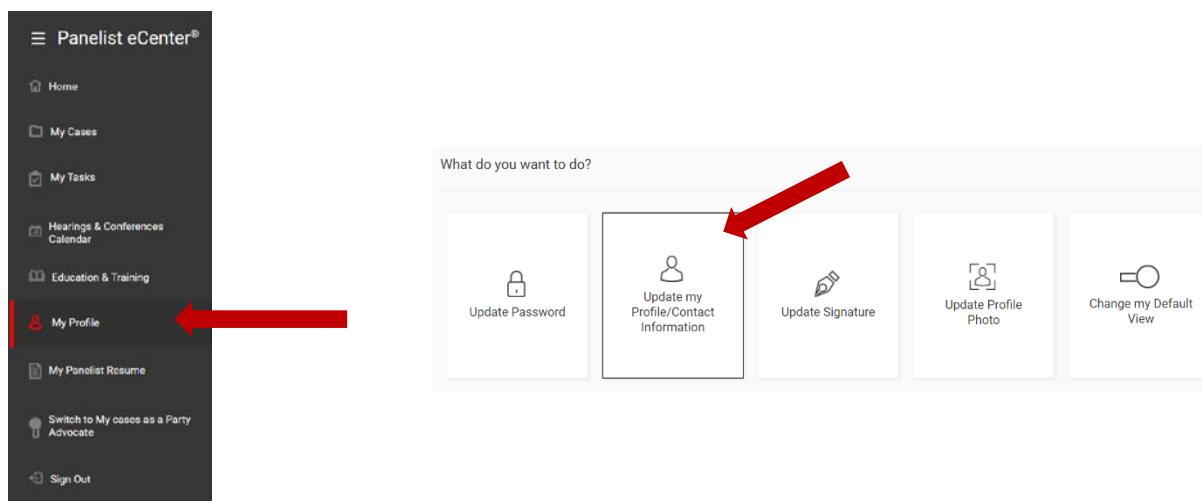




AAA Panelist eCenter® Contact Information Updates

If your employment information has changed, you should not create a new account. Please provide an updated W9 to Panel Relations, update your AAA resume, and use the instructions below to update your contact information.

After logging in, click on **My Profile** on the left side of the screen:



To make updates to your email address, click the **Update Email Address** button next to the name fields:

The screenshot shows the 'Account Information' form on the left and the 'Update Email Address' modal window on the right. The 'Account Information' form has fields for 'First Name', 'Middle Name', and 'Last Name', each with a red asterisk indicating it is a mandatory field. A red button labeled 'Update Email Address' is positioned between the form and the modal. A red double-headed arrow points from the button to the modal. The 'Update Email Address' modal contains fields for 'New Email Address', 'Re-Enter Email Address', and 'Enter Password', each with a red asterisk. At the bottom of the modal is a CAPTCHA image with the code 'g2n7a8m' and a 'Submit' button.

To make changes to your contact information, update the appropriate fields:

Account Information

*Mandatory field

First Name *

Update Email Address

Middle Name

Last Name *

Address Information(Enter or Update)

Address Type *

☒ Business ☐ Home

Business Type *

Country *

State *

City *

Address Line1 *

Company Name *

Address Line2

Zip Code *

Address Line3

Zip+4

Contact Information

Country *

Telephone *

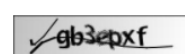
Ext

Country *

Fax

Case Correspondence Delivery Preference *

☒ Email ☐ Fax ☐ Mail



What Code is in the image? *

Password *

Update

If Business is selected as the Address Type, the system will require entry of a Company Name.

Note: If your business address is the same as your home address, and you do not operate under a company name, please select Home as the address type.

Proceed to edit/overwrite only the data you are changing – clicking **Update** once complete.

An automated email will be sent confirming that a change has been requested – at the same time the AAA will review and approve the change.