

HOW-TO

Update your association's contact and billing information in Moniheli's Member registry

When your association changes their representatives or employees, **it is the member association's responsibility to keep their information up to date in Moniheli's member registry**. Moniheli sends approximately three times a year a direct link to update this information in the registry, but this link stops working after some time.

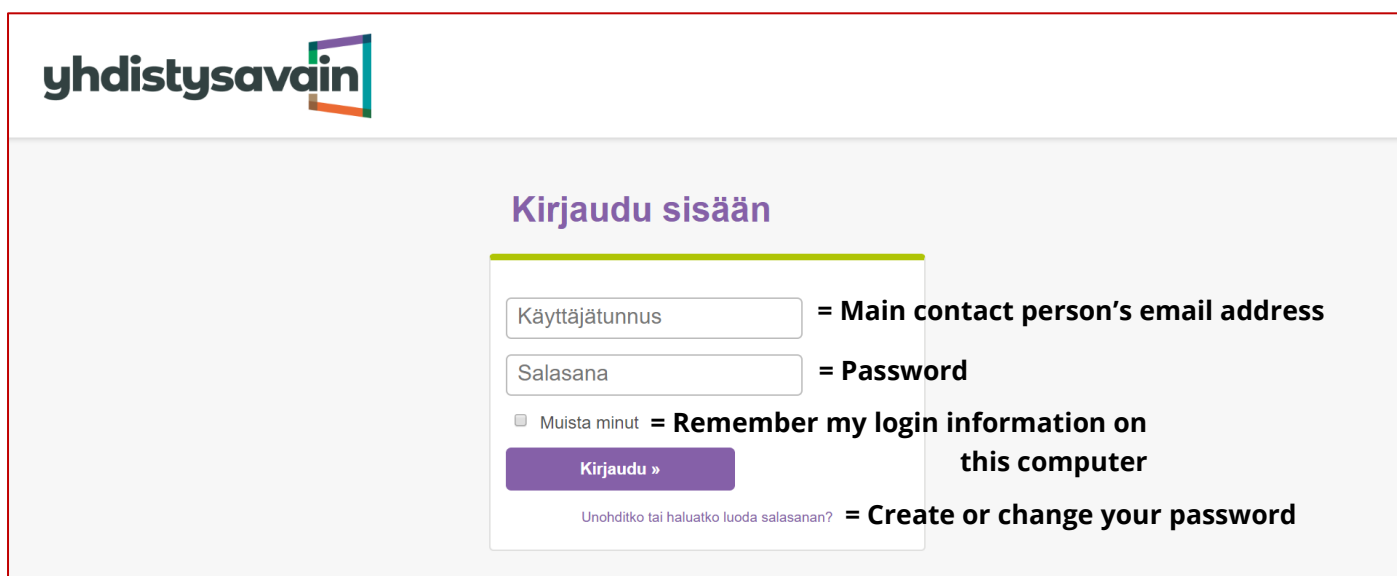
To update your contact information in our registry when you have not received a direct link recently, you need to log in to our Member Pages. Follow the instructions below to update your information.

I. Log in to Moniheli's member pages

To log in to our pages, go to www.moniheli.fi and click on **Jäsensivut | Member Pages** on top of the page.



If you have created a password and remember it, enter your account's main contact person's email address in **Käyttäjätunnus** and your password in **Salasana**, then click **Kirjaudu**.

A screenshot of the login form on the Yhdistysavain website. The form is titled "Kirjaudu sisään" and contains the following fields and options:

- Käyttäjätunnus = Main contact person's email address
- Salasana = Password
- Muista minut = Remember my login information on this computer
-
- [Unohditko tai haluatko luoda salasanan?](#) = Create or change your password

No password yet or forgotten your password?

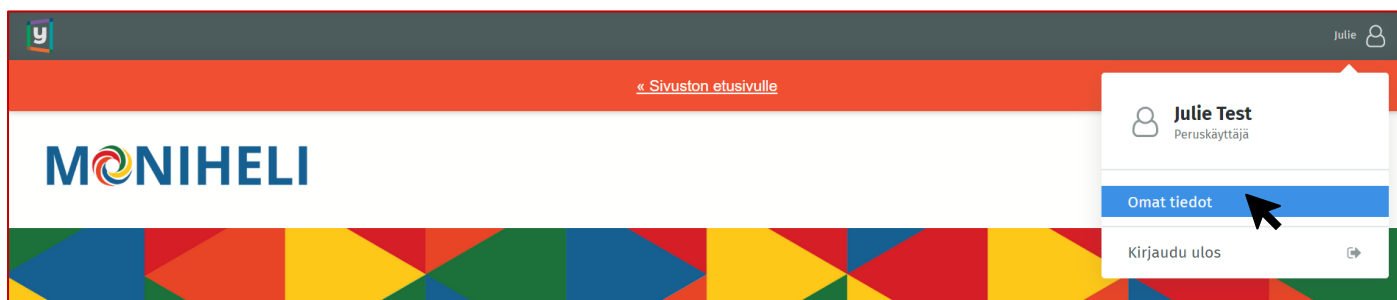
- Click on **Unohditko tai haluatko luoda salasanan?** (link below the **Kirjaudu** button)
- In the page that opens, write your account's main contact person's email address in the **Sähköpostiosoite** field.
- Click on **Lähetä**. You will receive at that email address a message with the subject **[Moniheli ry] Vaihda salasanasasi sivustolla www.moniheli.fi**
- Open the email and click the **Vaihda salasana tästä »** link in the email.
- In the page that opens, enter twice your new password (fields **Uusi salasana** and **Salasana uudelleen**).
- Press the **Vaihda salasana** button. You can then click again on **Jäsensivut | Member Pages** and log in using the instructions above.

PLEASE NOTE! Remember to write somewhere or save your password!

PLEASE NOTE! If you plan to share the password with other people in your association, do not use a password that you already use elsewhere or that is personal to you.

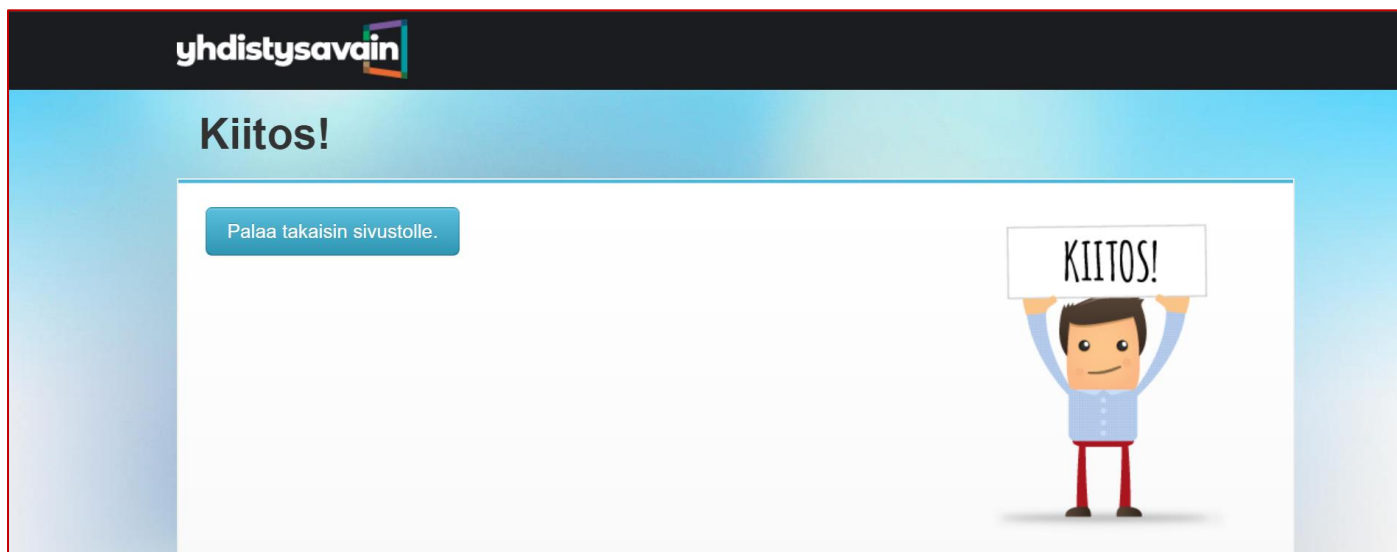
II. Update your contact and billing information

Once you are logged in the Member Pages, click on your main contact person's first name in the upper right corner of the page, and then click on **Omat tiedot**.



The form that opens is your information's contact and billing information form in our registry. Help text for the form's fields is available under each field, read it carefully. Even if you came to change only one email address, we recommend you go through the whole form and check that all the information is up-to-date. When you have reviewed and updated your information, click on the **Tallenna** button at the bottom of the page.

PLEASE NOTE! If have forgotten to fill a compulsory field, clicking on **Tallenna** will bring you back to the fields that need information. Fill it and press on **Tallenna** again, until you see this page:



Your information is updated. Click on **Palaa takaisin sivustolle** to return to our website's front page.