

## How to Login and Complete Your Profile

1. Go to <u>http://connect.financialexecutives.org</u> and click the "Sign in" button on the top right of the page.



2. This will bring you to the FEIconnect login screen, where you will need to enter your **FEI username** and **password**. If you do not know your login credentials, click "**Forgot Login**" under the Username/Password text boxes to retrieve your information.

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User Name:	
Password:	
Not an FEI	Log In Forgot Login Member? Click here to learn more.

• When logging in to FEIconnect for the first time, you will be asked to **review** and **agree** to the FEIconnect "**Code of Conduct**"

3. After you enter your username/password, you will be logged in and redirected back to the FEIconnect homepage. Here, click the **arrow** at the top right of the page. Then, click the **"Profile**" button in the dropdown menu.



4. This will redirect you to your profile. Here, you can add information to the various sections (Education, Job History, etc.) by clicking the green "+ Add" buttons. You can add your photo by clicking the "Actions" button.

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Work: (973)765-1069 dhoekstra@financialexecutives.org	Import Your Info Update your in	formation from LinkedIn®		
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Alternatively, for individuals with LinkedIn accounts, you can **import you information directly from LinkedIn** by clicking the green "**Import Your Info**" button. Once clicked, you will be directed to a screen where you will need to enter you **LinkedIn account login credentials** in order to permit FEIconnect to export you information into the system. Once you have entered your information, click "**Allow access**."

You will now be directed to a page where you can select which information you would like to have exported from your LinkedIn account into you FEIconnect account. Once you have made your selections, click the blue "Save and Continue" button at the bottom of the page.

