



EWQA Member Update Process

Overview

The EWQA Member Area is a place for EWQA members to come together and receive information specific to them. Also, in this area, EWQA members can update the information that we have on file. This information is what is visible to the public on Locate An Expert.

Below is the information on how to update that information:

Steps

1. Go to <https://ewqa.org> and click on "Member Area".
2. If you are not already logged in, you'll be directed to a Login Page that will ask you for your Username and Password. Your username is your email address and everyone has the same password when they first login: EWQA2018!
3. You will be redirected to a page with links within the Members Area. On the right you'll see a box that says: Member Info. Beneath that will be a link that says 'Edit Info.' Click it.
4. You will be presented with a form that shows you the information that we have on your company. You can change information, add a company log, and other information to the form.
5. When done, press "Update Member" at the bottom.
6. When the information has been saved (the page will reload), you can press the red "Logout" button on the form to logout of the website.