

## How to Change Your Address:

1. Go to [www.afsa.org](http://www.afsa.org) and click the “Login” button.



2. Click on the eweb link on the member login page.

A screenshot of the AFSA Member Login page. The page has a blue header with the text 'Member Login' in white. Below the header, there is a 'LOGIN' button. The main content area contains the following text: 'We encourage you to login to the AFSA website for online member services.' followed by 'Visit [ams.afsa.org/eweb](http://ams.afsa.org/eweb) to login.' A red arrow points from the 'eweb' link in this screenshot to the 'eweb' link in the subsequent screenshot. Below this, there is a paragraph of text: 'IMPORTANT: All members have existing accounts and do not need to create a new account or register. Members may login on the right side of the webpage. To login for the first time, use your primary email address as your username and your last name in all lowercase letters as your password. You will be directed to update your password after you login.' followed by several links: 'How to Change Your Address – Step-by-step instructions for changing your address.', 'How to Renew Your Membership – Step-by-step instructions for renewing your membership online.', 'How to Register for AFSA Events – Step-by-step instructions for registering for an AFSA event.', and 'How to Join the online AFSA Community – Step-by-step instructions for joining the online AFSA Community.' At the bottom, there is a paragraph: 'If you're not yet a member but would like to join AFSA and take advantage of our member benefits, click here to join.' and a final paragraph: 'Questions about logging in, online transactions or the online AFSA community? Email us at [member@afsa.org](mailto:member@afsa.org) or call (202) 338-4045 ext 525.'

3. Type in your primary email address and password to login. If you have forgotten your password click "Forgot Your Password?".



## Welcome to the American Foreign Service Association

Here you can sign in or create an account. Once you are signed in you can join AFSA, renew your membership, make a donation, register for events, update your contact information and more!

### Already an AFSA member?

Login to your account with your email address. If you don't know your password, click on, "Forgot Your Password."

Email Address

cheung@afsa.org

Password

....

Login

Remember Me

[Forgot Your Password?](#)

### Not an AFSA member?

No worries, you can still access the site. Provide us with your email address to register.

Email:

Go

Need assistance, please contact AFSA at 202-338-4045 ext. 525 or email us [member@afsa.org](mailto:member@afsa.org).

4. Click on the pen icon located at the top right hand corner of the Member Details box.



## My Profile

View Profile: AFSA Membership: **Associate**, Expires: 1/14/2017



### Member Details

**Natalie Cheung**

Membership: Associate

Demographics:

Grade: ASSOC

Payroll/Annuity Deduction (Y/N): N

Tenured (Y/N): N

Year Tenured:

Agency: STATE

Skill Code:

Retirement Date:

Year Joined Foreign Service:

Natalie comes to AFSA with a background in arts management and donor cultivation as well as experience in association membership. Prior to joining AFSA Natalie worked in membership at the Association for Prevention Teaching and Research and as an art consultant specializing in corporate events and

### My Recent Invoices

Invoice	Invoice Date	Total	Payment	Balance Due
1000252222	03/01/2016	\$0.0000	\$0.0000	\$0.0000

[View All Invoices](#)

5. Once you click on the pen icon a new window will appear. You can type your new address into the fields and click save.

**Edit - Individual** ✕

Edit - Individual

*Personal Information*

Prefix:

**First name:**

Middle name:

**Last name:**

*Address Information*

Attention:

**Address Line 1:**

Line 2:

Line 3:

**City:**

State:

Postal Code:

**Country:**

Province:

*Primary Contact Information*

Phone:

Fax:

**E-mail:**

**Contact by:**