
Updating and Viewing APIC Membership Records on the Internet

APIC members can view and modify their membership records and access an up-to-the minute membership directory.

I. Accessing Your Member Profile

To login to APIC's website go to www.apic.org, select the **Login/Logout** tab on the top of the page. Your **username** is the email address on your member record (*lowercase only*) and your **password** is the first letter of your last name capitalized and your member ID number.

For example:

Username: janedoe@usa.com

Password: **D12345**

If you currently do not have an email address on file then use your password for both. Once you are logged in you will have the option to change your password. Please write this down in a safe place because once this information has been changed APIC will not have a record but could reset if needed.

If you do not know your member ID number please contact APIC at 202-789-1890 option 1 and a member services representative will assist you.

II. Update Profile

A. Viewing and Editing Your Profile

1. Click on the **Member Services** tab on the menu or click on *Member Directory at the top*.
2. Select *Update Profile*.
3. Enter your login information (*Please remember, login information is case sensitive*).
4. Click *continue*
5. Information from your membership profile will appear. This includes your name, company, and work and home addresses and phone numbers.
6. To edit your information, click on the **Edit** button. Please note: You cannot make changes to the name fields. (*Please contact APIC to make name changes*).
7. Modify the fields you would like to change.
8. Click the **Submit** button to save the changes to your profile.
9. If you would like to **cancel changes** you have made (before clicking the Submit button), click the **Reset** button. All information will be returned to its original state.

B. Changing Your Login Name and Password

1. Click on the **Security** link on the menu or click the *Security* button on the Member Profile screen.
2. Enter a **new login and /or password**.
3. Click **Submit** to save changes.

Note: APIC highly recommends that you change your login name and password. APIC will also disable online access for your record, if your desire.

II. Membership Directory

A. Access Membership Directory

1. Click on the **Member Services** tab on the menu or click on *Member Directory at the top*.
2. Enter as much information as you can about the member you would like find.
3. Click the **Search** button to execute the search. Note: Click the Reset button to clear all search criteria.
4. The search results will be shown, 10 records per screen. The total number of records found meeting your search criteria will be displayed at the top of the screen.

Note: The online membership directly was designed for quick look-ups of specific members, not to generate mailing lists. Therefore, APIC has set a limit on the number of records that can be retrieved at one to 100. If your search criterion returns more than 100 records, please enter more specific criteria.