

WE NEED YOUR HELP TO KEEP YOU IN-THE-KNOW

Provide updated email addresses to CEA

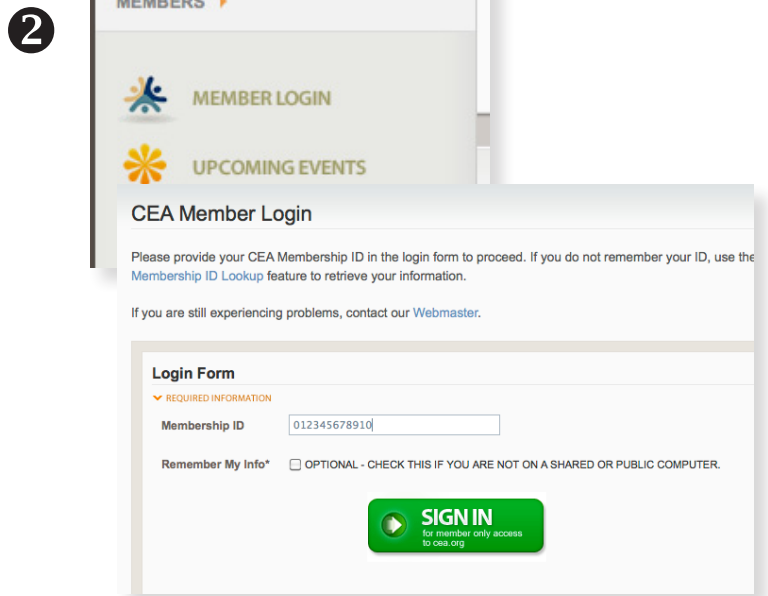
CEA works hard to get you the information you need as quickly as possible. But our efforts are hampered by your incorrect or out-of-date email addresses. A second issue is that often, local school districts block you from receiving electronic communications from the CEA.

The good news is that we have developed a self-service means of updating email addresses to provide you with the latest CEA news in a quick and paperless manner, but we need your help to implement it.

Please set your personal or home email account as your primary email registered with CEA. You can maintain your work email account as a secondary means of communication. Please note you cannot use the same email address as both your primary and work address. If you don't have a personal email account, you can create one through your internet service provider. Follow these simple steps to update your email addresses:

- 1 Go to the CEA website at www.cea.org.
- 2 Click on "member login" on the left-hand side of the page and enter your membership ID number found on your CEA membership card.
- 3 Once logged in, you will see the current email addresses CEA has on file.
- 4 Type your personal email address in the primary email spot and enter it a second time to confirm it.
- 5 Type your work email address in the work email location and enter it a second time to confirm it.
- 6 Click on "update my profile" and you're done.

If you have any questions, please contact David Canales at 860-525-5641 or davidc@cea.org.



3 through 6

A screenshot of the "Your Membership Profile" page. It contains a paragraph: "This is the information we currently have on record for your profile. We are currently developing an application that will allow you to update your membership info online. The first phase will allow you to update your personal and work email addresses. Once that has been completed, we will expand the process to allow for additional details to be updated." Below this is a section titled "YOUR EMAIL ADDRESSES" with the text: "Here are your e-mail accounts that we have on file. Your personal email account will be set as your primary address. It is highly recommended that you provide a non-work address (ex. Gmail) for your personal email, should your school/work address be restricted from receiving communications from CEA." A link "click here" is provided for further details. At the bottom right, it says "* ALL FIELDS ARE REQUIRED". The form has four rows: "Personal Email Address" with a note "*THIS WILL BE SET AS YOUR PRIMARY EMAIL ADDRESS" and a field containing "janemith@home.net"; "Confirm Your Personal Email Address" with a field containing "janesmith@home.net"; "Work Email Address" with a field containing "janesmith@work.com"; and "Confirm Your Work Email Address" with a field containing "janesmith@work.com". At the bottom are two buttons: "UPDATE MY PROFILE" with a checkmark icon and "CANCEL & EXIT PAGE" with a close icon.