



Be Sure To Update Your Online Profile If You Change Your Email Address

If you change your email address, it's important to update your online profile. If we don't have your correct email address in our system, then:

- You can't use forgot my username/password functionality.
- It will be harder to contact you for important and time-sensitive information.

Updating your online profile is easy! All you have to do is:

1. Log in at **hap.org**
2. Select *Update Profile*
3. Select *Edit*
4. Enter your correct, unique email address (please do not use a generic office email address)
5. Select *Save*