How to Join the NARUC Subcommittee on Accounting and Finance's New Mailing Lists Using NARUC's New Mailing List System

- 1. Navigate to <u>www.naruc.org</u>
- 2. Click on the MYNARUC tab



- 3. First try to see if we already have a profile for you by filling out "Already Have a Profile?"
- 4. If unsuccessful, go ahead and fill out the 'I'm New Here' section

Already Have a Login?			
Already Have a Profile? Username: Password:		I'm New Here First Name: * @ Last Name: * @	
Forgot Password?	Log In		Continue

- If you don't know your username/password, you may retrieve it using our Forgot Password form. If you do not yet have a login, please use our Create Profile form.
- 5. Once logged in, you should see 'My Profile' under your User Section, click My Profile

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MyNARUC		
User Section		
• My Profile • My Meetings • Log Out		

- 6. Click on *My Subscriptions*
- 7. Click on Edit List Subscriptions

My Profile	
lease review the information below and edit as necessary.	
Basic Information (edit)	
sername:	
	edit
Addresses	*
Contact Information	*
Demographics	*
My Account	*
My Committees	*
My Meetings	Ψ.
Mv Downloads	τ.
My Subscriptions	
NARUC-NRRI-ALL@iists.naruc.org NARUC-MTG-52019@iists.naruc.org NARUC-Alterigiists.naruc.org	Subscribed Subscribed Subscribed

8. Click on the Not subscribed box next to the SSAF-ALL Public List

SSAF-ALL	Not subscribed V
Mailing List Staff Subcommittee on Accounting and Finance - Public	Not subscribed

- 9. Select Subscribed from the dropdown list
- 10. Click on Save Changes



11. Optionally, Under the Demographics Section, click 'Edit Demographics'

Addresses	
Contact Information	
Demographics	
you need to change your Job Function(s), please contact NARUC Member Services at memberservices@na	ruc.org
Web Photo:	
Regional Affiliations:	
Areas of Interest.	
Job Functions:	
Department(s):	
Biographical information	
Personal Background:	
Edit Demographics	
Edit Demographics Ay Account Ay Committees	
Edit Demographics Ay Account Ay Committees Ay Account And	
Edit Demographics Aly Account Aly Committees Aly Ocomodes Aly Downloads	
Edit Demographics by Account by Committees by Meetings by Unertings by Downloads by Subscriptions by Subscri	
Edit Demographics Ay Account Ay Account Ay Committees Ay Edition Ay Subscriptions Ay Subscriptions ARUC-MITE-2011#@inst.naruc.org ARUC-MITE-2011#@inst.naruc.org ARUC-MITE-2011#@inst.naruc.org	Silascie Subscrie Subscrie

12. Please check Accounting and Finance under Areas of Interest



13. Also check Accounting/Accounting and Finance/Finance under Deparment(s)

Department(s):	
Accounting	External Affairs
Accounting and Finance	Finance
	Finance and Administration
Administrative Law	🗆 Gas
Advisory	General Administration
Budget	General Counsel

14. Click Save/Finish on the bottom of the page