

MBI members are able to update their complete profile from the MBI website. The information that you will find listed on your profile when you log in is what we have listed in our database. A great benefit of being able to correct and edit your complete profile online is to customize the way in which the MBI office communicates to you.

You will be able to identify if you would like to receive correspondence based on specified categories (i.e. safety; professional development, etc.) and identify your preferred delivery method of correspondence (email or hard mail). You will also be able to say which MBI newsletters you would like to receive and how to receive it.

Manage My Company Profile Instructions

1. Go to **www.mbionline.com**
2. Login to the website by entering your Username and Password in the *upper, right corner*. If you do not know your username and password, please contact the MBI office at 515-657-4380 or email ameyer@mbionline.com.
3. Once logged in, click on **MY ACCOUNT**, which is also located in the upper, right corner. This will bring you to the page where you are able to manage your personal profile, your weather location and also view what registrations you have done from the MBI website.
4. Now you are ready to Manage Your Profile and make sure your contact information is current!
5. Be sure to hit **SUBMIT** after making changes.