



How to Add Directory Categories to Your Website Profile

1. Log in to the website with your user name and password. If logging in for the first time, please follow these instructions:
 - Locate the Member Login box
 - Click on “Forgot your Password?”
 - Enter the email address on file with NYSGE (the one where NYSGE emails are sent)
 - If your address is found, you’ll receive an email with instructions for resetting your password
 - If your email address is not found, please contact the office at info@nysge.org
 - Once you are logged in, please review and update your personal information by clicking on “My Account” near the Member Login box
2. Once logged in, you’ll be taken to the My Profile screen. If not, return to the home page and click on the red box labeled “My Account,” that is located near the log in area.
3. On the My Profile screen, scroll down to the “Additional Information” section. Locate “Include in Find a GI Doctor Search?” and select “Yes.”
4. Return to the top of the page and click on the “My Directory Options” choice located on the left side menu.
5. Locate the “Directory Categories” section. From the drop-down menu, choose up to ten (10) directory categories. To select more than one category, hold the Control key (Ctrl) while clicking on the desired choice.
6. Locate the “Directory Display Options” section. Use the check boxes to indicate the information to be displayed in your Directory listing.
7. Be sure to click on “Save Changes” at the bottom right of the page.