Updating your information in the ACFO-ACAF member portal

1. Log into the ACFO-ACAF member portal at https://my.acfo-acaf.com/.

2. On the left-hand side of your screen, click "Update My Information".

3. Verify that all your information is up to date.

4. Click "Submit" to save any changes.

5. Under "Make Changes" at the top of the page, click the "Update Email" option.

6. Ensure the email address with "Primary Email" next to it is where you wish to receive communications from ACFO-ACAF.

   a. We recommend that you use your home email address as your primary email, as this avoids our messages getting caught up in the employer's spam filters and ensures you continue to receive ACFO-ACAF communications while on leave.

   b. Click "Make Primary" next to the email address you wish to use as your default if it isn't already selected.

7. Click "Submit" to save any changes.