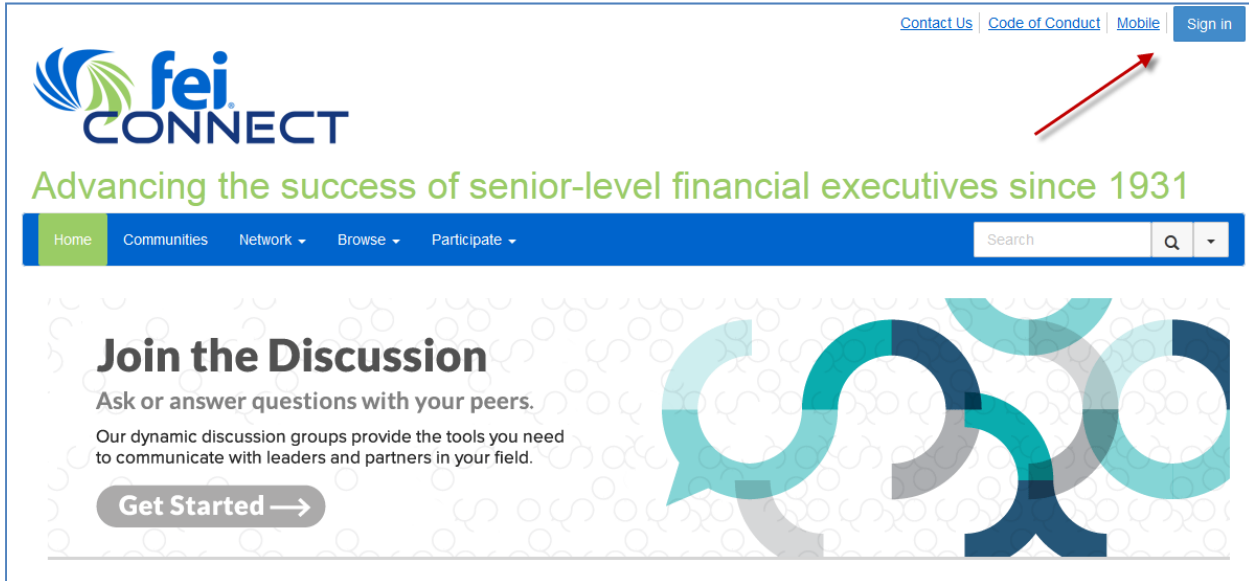


1. Go to <http://connect.financialexecutives.org> and click the “Sign in” button on the top right of the page.

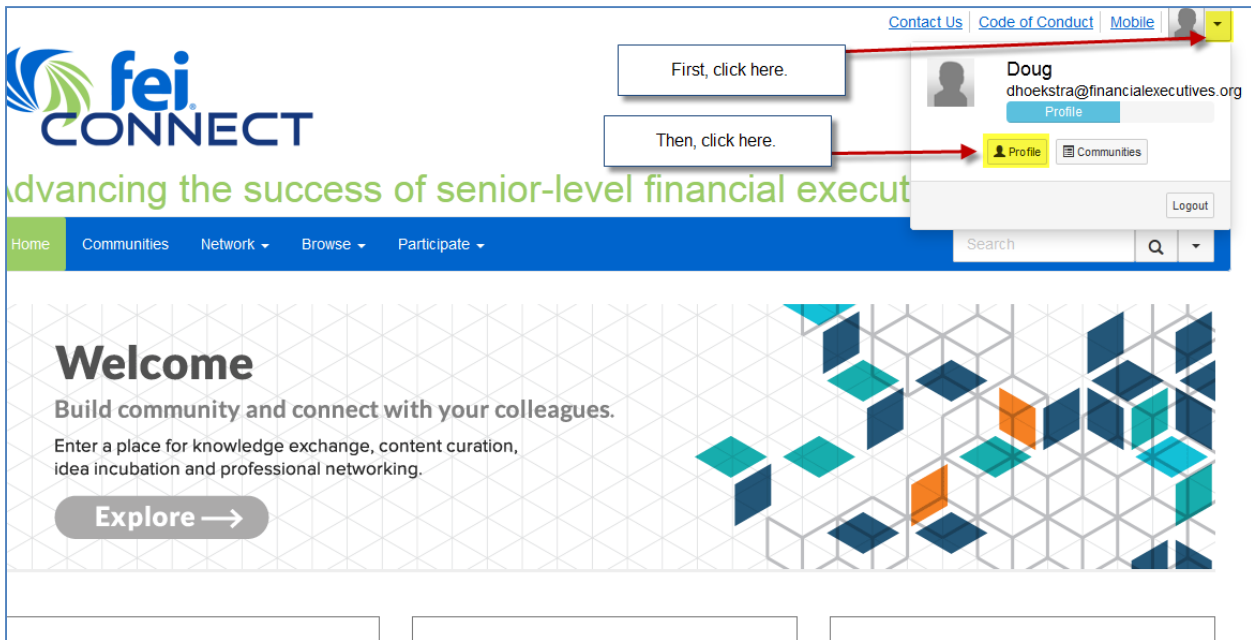


2. This will bring you to the FEIconnect login screen, where you will need to enter your **FEI username** and **password**. If you do not know your login credentials, click “**Forgot Login**” under the Username/Password text boxes to retrieve your information.

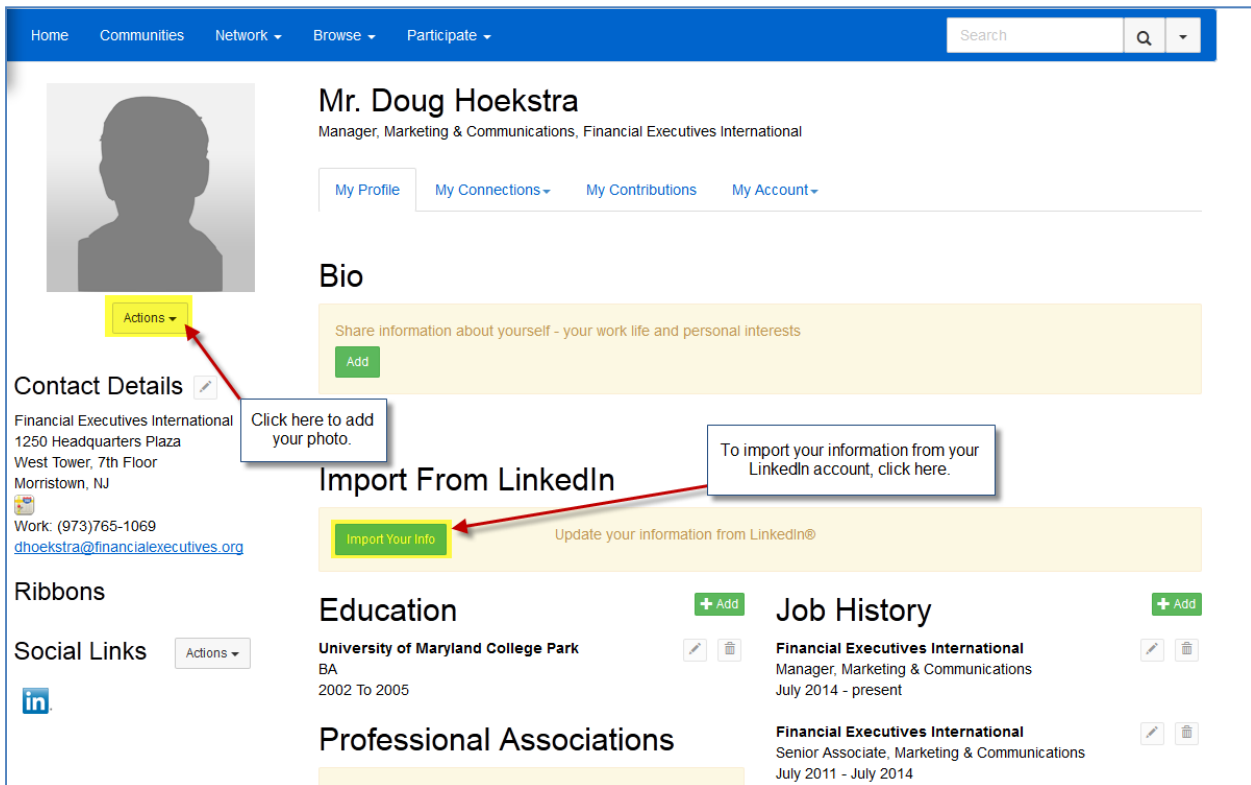


- When logging in to FEIconnect for the first time, you will be asked to **review** and **agree** to the FEIconnect “**Code of Conduct**”

- After you enter your username/password, you will be logged in and redirected back to the FEIconnect homepage. Here, click the **arrow** at the top right of the page. Then, click the **“Profile”** button in the dropdown menu.



- This will redirect you to your profile. Here, you can add information to the various sections (Education, Job History, etc.) by clicking the green **“+ Add”** buttons. You can add your photo by clicking the **“Actions”** button.



Alternatively, for individuals with LinkedIn accounts, you can **import your information directly from LinkedIn** by clicking the green **“Import Your Info”** button. Once clicked, you will be directed to a screen where you will need to enter your **LinkedIn account login credentials** in order to permit FEIconnect to export your information into the system. Once you have entered your information, click **“Allow access.”**

You will now be directed to a page where you can select which information you would like to have exported from your LinkedIn account into your FEIconnect account. Once you have made your selections, click the blue **“Save and Continue”** button at the bottom of the page.

