Stay Connected. Update Your Online Member Information.

Only members with current contact information on file will receive essential communications, news and tools to drive your business forward.

Take advantage of all the mission-critical intelligence your OPMCA membership affords—from our quarterly *Marketer* magazine and weekly **Fueling***Matters* e-newsletter, to breaking news alerts about critical legislative and regulatory activity that impact your business. Follow this step-by-step guide to update your company's listing.

STEP ONE: Log In

1. Visit www.opmca.org. Click 'Login' on the top right corner of the navigation bar.
2. Enter your primary e-mail address, or the e-mail address you use to receive OPMCA correspondence.
3. Enter the generic password assigned to your e-mail address: opmca1, then click 'Go.'
4. Follow the prompts to change your account password to one of your choice.

STEP TWO: Review and Revise Your Data

1. From the Welcome page, click the 'My Information' link.
2. Review your company's data then click 'Edit My Information' to complete and/or modify your data.
3. Scroll down to review the contact information on file for your organization.
4. Click 'Save' in the bottom right of the screen after making any modifications.

STEP THREE: Assess Your Account Activity

1. Review your company's activity in 'My Transactions,' 'My Committees,' 'My Professional Dev,' 'Individual Directory' and 'Organization Directory.'
2. While logged-in, you can also access password-protected information on the website (gallonage reports, publications, etc.).

STEP FOUR: Update Employees' Information

1. To add employees, click your company's name under 'Organization Information,' then 'Manage Org Individuals' and 'Add Individual.' Follow the prompts to enter the employee's data.
2. Be sure to check the 'Primary' box to designate the preferred e-mail address. A unique e-mail address must be used for each employee record.
3. When adding a new employee, assign them a generic password they can change after their initial log-in.
4. To add additional employees, click 'Back to Org Individual Management' and follow the above steps.