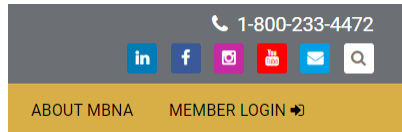


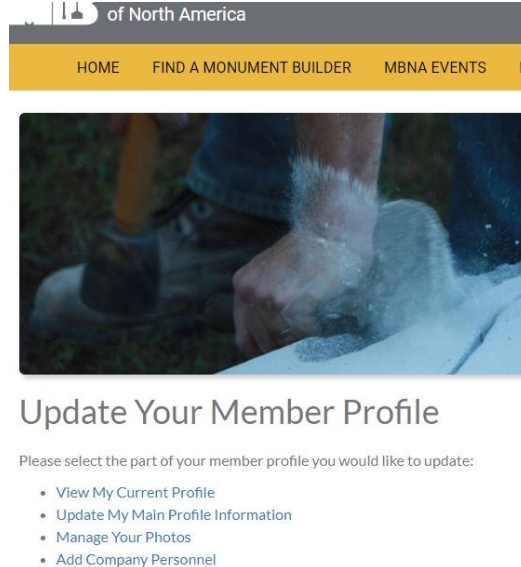
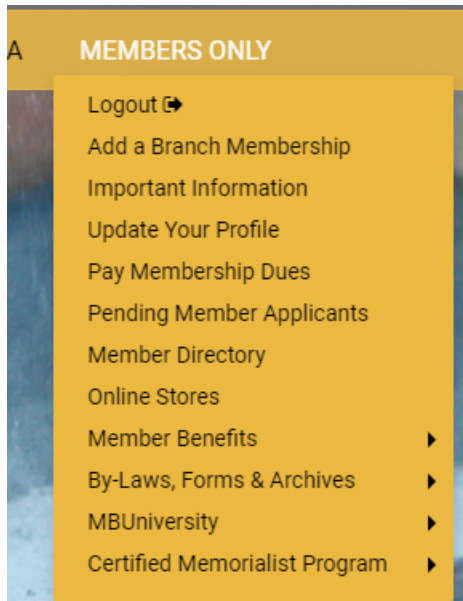
## MBNA Membership Profile Update Steps:

Please take a few moments before June 1 to update your membership profile. This information will be used in the August Roster and Buyers Guide but will also be live on the MBNA website and also Enduring Tribute website accessed by potential monument clients. If you have any problems accessing the website and your profile – please reach out to [info@monumentbuilders.org](mailto:info@monumentbuilders.org) or contact the office at 1-800-233-4472. (PS – The Indiana Monument Company is fictitious and created for demonstration purposes only.)

1. Log into the website as a member –



2. Select the “Update your profile” menu item and the member profile screen will appear.



3. You can view your current profile although this screen has no editing options.


## MBNA Member Profile

Rachel Daeger  
Indiana Monument Company  
350 N MERIDIAN ST  
INDIANAPOLIS 46204  
[Get Directions](#)




- The Update My Main Profile Information will require a second log in to reach the member database.



Hi Indiana Monument Company! You're currently viewing your organization profile  [Change Password](#) [Log Out](#)

[Member portal home](#) [Edit this profile](#) [Pay open invoices](#) [Relationships](#) [Members Only](#) ▾

Welcome to the profile portal! Please take a moment to review and update any information that is no longer current. Thank you!



**Indiana Monument Company** Profile ID: 23165

Email: [rdaeger@gmail.com](mailto:rdaeger@gmail.com) Phone: (317) 784-3894

Address: \_\_\_\_\_ Title: \_\_\_\_\_

**My Events** [View all events >>](#)

**There are no open invoices**

[PAYMENT HISTORY](#) [PAY INVOICES](#)


**Renewals**

**Retailer Member Dues** \$495

Yearly (starting on 07/01/2024)


**ENABLE AUTOMATIC RECURRING BILLING** Enter credit card details to automatically pay your renewal fee each time.

**1 Related Profiles** [Add a profile](#) [View and edit all >>](#)

 [Rachel Daeger](#) [rdaeger@monumentbuilders.org](mailto:rdaeger@monumentbuilders.org)

- Click Edit this profile. The goal is to fill in as much information as possible under the General Information, Directory Listing, Social Media, and Additional Company Information tabs. Please work tab by tab, selecting Save and Continue Editing or Save this Profile after each step. Profile edits are moderated by staff, so you will not see the changes take effect immediately. Please allow 48 hours for staff to review. If staff has any questions, we will reach out.

[Member portal home](#) [Edit this profile](#) [Pay open invoices](#) [Relationships](#) [Members Only](#) ▾

**Profile Edit**  Indiana Monument Company [CANCEL](#) [SAVE AND CONTINUE EDITING](#) [SAVE THIS PROFILE](#)

**General Information**

[Additional Addresses](#)

[Additional Phones](#)

[Additional Emails](#)

[Directory Listing](#)

[Embedded Video](#)

[Social Media](#)

[Additional Company Information](#)

Formal Name

Address

City  State/Province  Zip Ext

County

Country

E-mail

Work Phone

Home/Other Phone



8. It might help to get your information ready in advance for the Additional Company Information tab. Here is what to expect on the Directory Listing tab. [Click to download a Word document as a template.](#)

Additional Emails

Directory Listing

Embedded Video

Social Media

**Additional Company Information**

**Display Type**

Indoor Display

Outdoor Display

Outdoor Display and Showroom

**Full Time Employees**

2 or less full-time employees

3 to 5 full-time employees

6 to 8 full-time employees

9 to 15 full-time employees

Over 15 full-time employees

**Granite Types**

Additional Granite Companies

Black

Blue

Domestic

Foreign

Green

9. Final step: After you have saved your profile work, return to the Member portal home screen and scroll down to the Manage Files and Images block. Please add your company logo. Once you complete the drop down questions you will see an Upload a File button.

Upload Media

Title

Format

Content Type

**UPLOAD A FILE**

CANCEL SAVE

10. Success!