

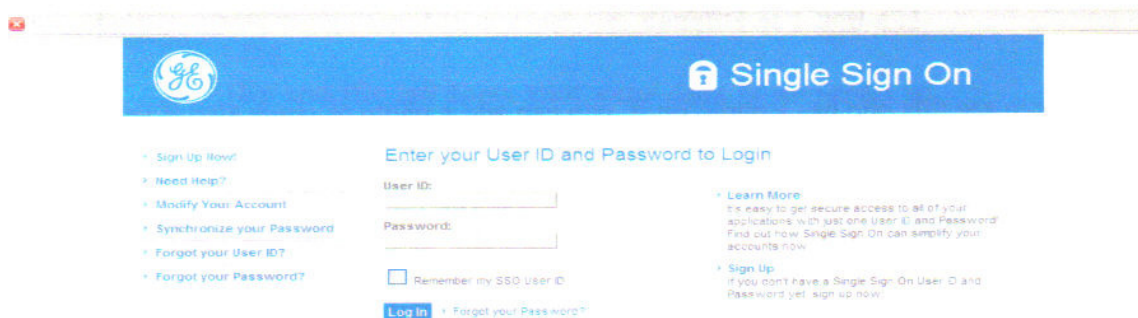
# How to Modify your ELFUN profile.

**The Reality is that it is fairly easy and the directions on the website are explicit. However for those of you who feel you need a little push to get started here is a typical scenario:**

Open your "Internet Explorer"  
Type in the URL [www.elfun.org](http://www.elfun.org)  
Press "Enter"  
Under the pictures at the top of the page (see below)



Left click on "sign in/sign out"  
The following screen appears:



**You must login to be able to modify your information.**

Your "User ID" is your SS0 # (Single Sign On)

And the password is whatever you originally set for access to other GE Systems (i.e. GE Benefits, GE Store, etc.)

The next page you see is your GE Profile Page (see example below)

The screenshot shows a web interface for a GE profile. On the left is a 'Membership' sidebar with links like 'Join', 'Benefits', and 'My Profile'. The main content area is titled 'MyPage' and includes a search bar and navigation links. The profile for 'Lawrence Rockwell' is displayed, showing his membership start date, a photo, and various settings. A red arrow points to the 'Edit my personal profile' link, with a red text overlay that says 'Click here to edit your personal data'. Below the profile, there are sections for 'My Email Settings' and 'Recently Updated Profiles From My Bookmarked Profiles'.

As you can see this one has a photo on it, you can add a photo to yours also if you desire

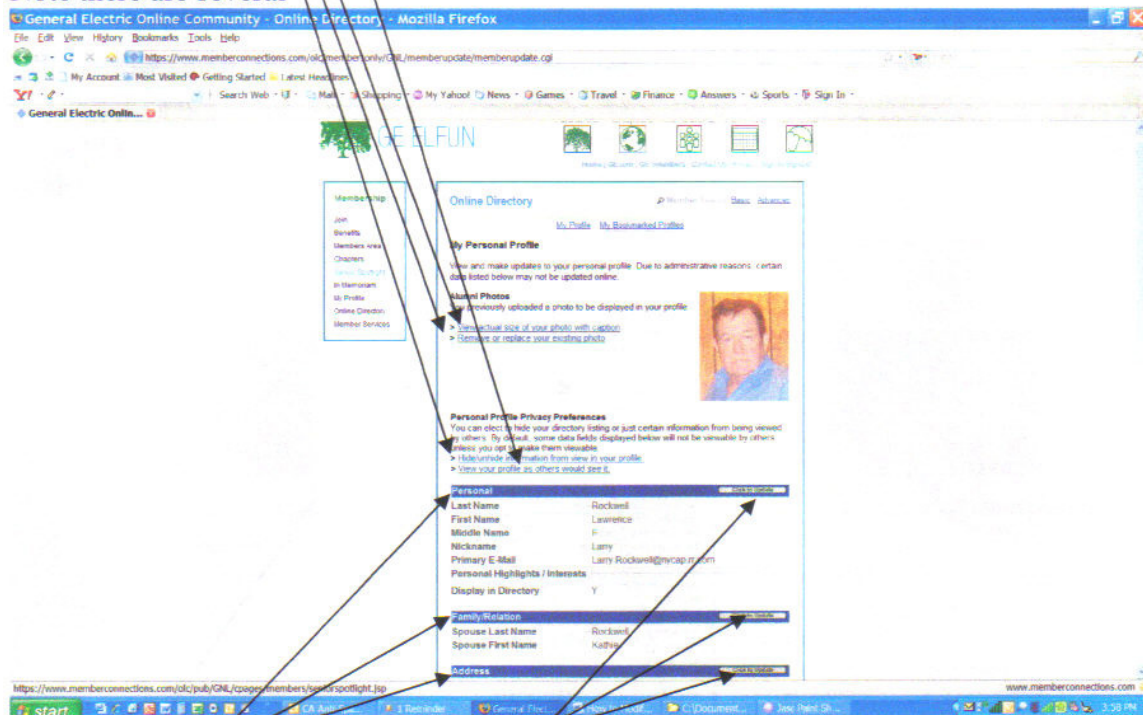
To review and modify your personal data, click on "Edit my personal profile"

The following Screen appears which is pretty much self explanatory:

Note there is an area to click on to:

- >View the actual size of your photo with a caption
- >Remove or replace your existing photo
- >Hide or Unhide information from view in your profile
- And you can:
  - >View your profile as others would see it.

Note there are several



Note there are dark blue bars that indicate the type of data you are updating Click in the area labeled "Click to Update" and change the data as necessary.

**Note also that some of the data you CANNOT update online! To get changes made to that data, you would need to contact GE Benefits at 1-800-432-3450.**

**(Be specific tell them that your data is incorrect in the Harris – Elfun Database – especially if your basic data like your name, primary address etc. are incorrect and the information on other financial communications such as pension checks, Stock and Bond information, are being mailed to the correct address and have your name spelled correctly.)**

The five (5) categories of data available for you to modify are listed below:

Personal	Click to Update
Family/Relation	Click to Update
Address	Click to Update
Academic	
Professional	Click to Update
Miscellaneous	Click to Update

### A good example

Update Miscellaneous Information

Use the form below to make changes to data that you wish to update. Please note: Due to administrative reasons, some data listed below may not be updateable online. Modify your directory privacy preferences if you wish to hide/unhide certain data from being displayed to others.

Chapter: Schenectady

Additional Chapter Preference: Select Additional Chapter Preference

Member Status: Senior

Membership Type: Select Membership Type

Paid Member Flag: Y

Primary Street Address 1: 2306 West Fulton Road

Primary Street Address 2: PO Box 86

Primary City: Warnerville

Primary State or Province: NY

Primary Country: US

Primary Postal Code: 12187-0085

Primary Phone Number: (518)294-1476

Primary Fax Number:

Primary Cell Phone Number:

Secondary Street Address 1:

Secondary Street Address 2:

Secondary City:

Secondary State or Province:

Secondary Country:

Secondary Postal Code:

Secondary Phone Number:

Secondary Fax Number:

Secondary Cell Phone Number:

Mailing Address? Primary

Role Code 1: 3

Role Code 2:

Role Code 3:

Role Code 4:

Role Code 5:

Update Cancel

A good example of the type of data that you are not allowed to update shows in the Screen that appears when you click on the “Click to Update” box for the “Miscellaneous” data. The items that do not have a box around them (in this case your Chapter, primary address, and the Role Codes), you **will not be able to update online**. Don't forget to Click the “update” button at the bottom of the screen before returning to a previous screen.