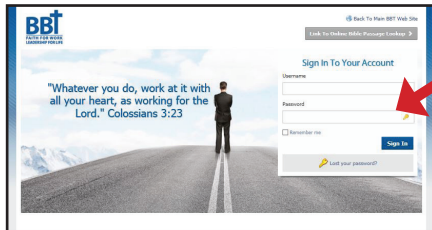


Using The BBT Portal

How to update your email or other profile information.

Step 1: Log-In To The BBT Portal

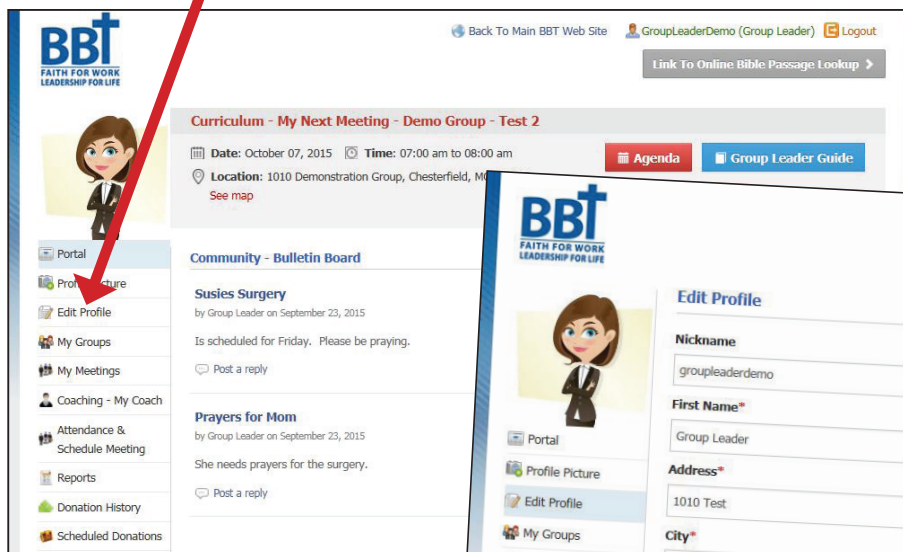
A. Log-in to the portal at www.B-B-T.org. (Click the “Log-In” button in the far right, upper corner.)



B. Enter your username and password as prompted on the log-in screen.

Step 2: Edit Your Profile

A. Click the “Edit Profile” tab in the left navigation.



B. Change your email from this “Edit Profile” page. You can change or update your personal information at anytime. Click submit when you are finished.