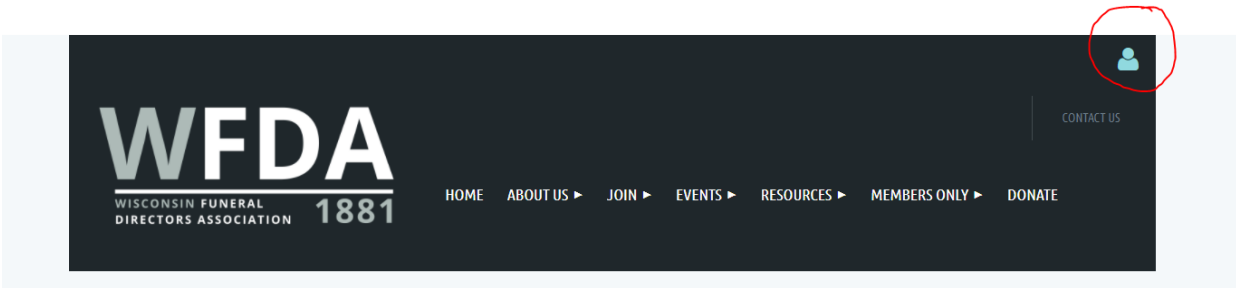


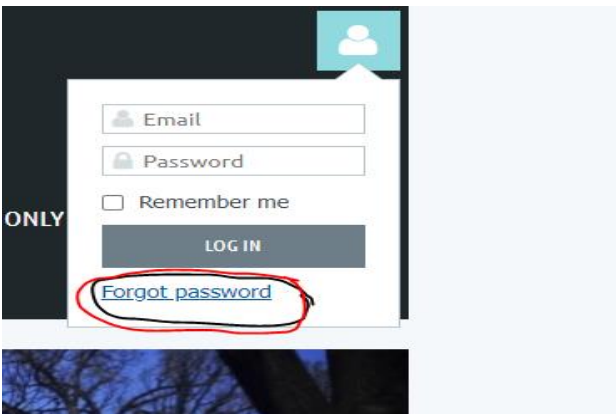
## Instructions for viewing your WFDA profile and CE credits through WFDA as well as renewing your membership online.

### 1. How to log in to the WFDA website:

- Go to [wfda.info](http://wfda.info) Click the blue person icon on the top right of the website



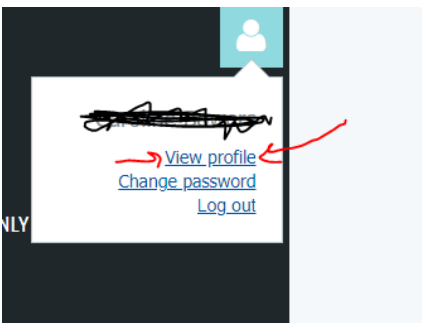
- If you do not know your password, click the “Forgot Password” link to be sent an email to create a new one.



If the system is not recognizing your email, please email [office@wfda.info](mailto:office@wfda.info) for further assistance.

### 2. Once logged in, view your profile

- Click the blue person icon again. You should see the option to “View profile”



### 3. Renew Membership

- On your profile page, you can click renew membership button to renew online. This option is only available to the administrator who generally submits your funeral home's membership dues/application.
- If you feel this should be you and the option is not listed for you on your profile, please contact [office@wfda.info](mailto:office@wfda.info) for further assistance.


**MY PROFILE**

EDIT PROFILE [My directory profile](#)

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [My event registrations](#) [Invoices and payments](#) [Donations](#)

#### MEMBERSHIP DETAILS

Membership level	<b>Funeral Home - In State - \$260.00 (USD)</b> <i>Bundle (unlimited)</i> <i>Subscription period: 1 year, on: December 1st</i> <i>No automatically recurring payments</i>
Membership status	<b>Active</b>
Member since	June 01, 2021
Renewal due on	December 01, 2021

 **RENEW TO DECEMBER 01, 2022**

### 4. View your CE credits.

*Note: WFDA only tracks CE credits that are hosted by the WFDA. It is your responsibility to keep any certificates of credit earned from outside sources.*

- Scroll down past your contact information to view the credits WFDA currently has on file for you.


**MY PROFILE**

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#### MEMBERSHIP DETAILS

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Renewal due on	December 01, 2021

 **RENEW TO DECEMBER 01, 2022**

#### BUNDLE SUMMARY

Used so far	1
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**ADD MEMBER**

User ID	60124603
First name	Caroline
Middle Name	
Last name	Bowers
Organization	
Email	<a href="mailto:caroline@impactinc.com">caroline@impactinc.com</a>

Email Address - Alternate

Cell Phone

Avatar

Funeral Director License Number

Category 1 Credits Earned: 2

Category 2 Credits Earned: 4

Category 3 Credits Earned: 5

Category 4 Credits Earned: 6

2020 OSHA Complete: Yes

2021 OSHA Complete: No

Total Credits Earned to Date: 17

- You will then see the number of credits you have in each category, your OSHA compliance status, and the total credits you have earned during this biennium (December 15, 2019-December 14, 2021)
- You can also view all the events you have attended by clicking the “My event registrations” link in the top menu of your profile.
- If you think you are missing credits, please contact [office@wfdia.info](mailto:office@wfdia.info) for further assistance.

## MY PROFILE

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[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [My event registrations](#) [Invoices and payments](#) [Donations](#)

Filter by  Search  Records found: 1

Event	Registration type	Status
<a href="#">1 CEU Cat 1 - Service of Remembrance - Convention</a> June 08, 2021	Attendee \$0.00	Confirmed

### 5. Edit your profile



## MY PROFILE

EDIT PROFILE [My directory profile](#)

- When logged in, there is a dark gray “Edit Profile” button under My Profile. Click that button to update your contact information, license number, National Producer Number for insurance licensees, your current WFDA district, and the year you were licensed.