Follow these instructions to create an individual ELFA profile:

1. Click **Create Account** (also located in the upper right-hand corner of the page).

2. On the **Find My Record** page, enter your first and last names, and then click **Search**.

   a. If your name appears in the search results, click on the **Send Login Info** button and your password will be reset with a temporary password. You will receive an email at the email address on file with instructions for updating your password.
   b. If you don't see your name in the search results, click the **Create an Account link**.

3. Enter your company in the Company Name field and click the magnifying glass to search. The search results will appear below. Companies identified as ELFA members will have an ELFA logo to the left of their listing.

4. Click on the name of your company from the search results. This will populate the profile form with the company name and other info.

   a. If your company name DOES NOT appear in the results, click the **Create Company Record** button. This opens a new window where you can create a profile for your company.

5. Complete or update the fields as required. Please note, anything marked with an asterisk (*) is a required field and must be completed.

6. Click **Submit** and you will see a confirmation on your screen that contains your Username/Member ID and password. You will need this information to log into the ELFA website.

   a. You should also receive an email to confirm that your profile was created. To change your password, log into the ELFA website, click on **Account Tools** in the upper right-hand corner, click on **Update My Username and Password** and enter the new password. Click on **Update Username/Password**.

If you experience any issues with creating an ELFA profile, please contact membership@elfaonline.org.