How to Update Your ICO Society Profile Information

Start by checking your Society Profile on the ICO Web site:
[icoph.org/ophthalmologic_societies.html](http://icoph.org/ophthalmologic_societies.html)

If you wish to update your Society Profile:
1. Please log in on the ICO Web site
2. Return to the list of societies ([icoph.org/ophthalmologic_societies.html](http://icoph.org/ophthalmologic_societies.html)) and select your society
3. Click “Edit Your Society”
4. Make any changes and click “Save Changes” at the bottom of the page.

What if you cannot log in?
- Please create an ICO Web site account ([icoph.org/create_account.html](http://icoph.org/create_account.html)), if you have not yet done so.
- *The ICO only requires an email address and your first and last name. We follow a strict privacy policy, and will not send you spam or share your contact information.*
- If you cannot log in, please e-mail changes to us at info@icoph.org or fax them to +1-415-409-8403.

What if you don’t have editing rights to your Society Profile?

If you are an official leader or staff member of your society and do not have “editing rights” for your Society Profile, you may request that through your online profile: [icoph.org/my_ico/my_profile.html](http://icoph.org/my_ico/my_profile.html).

1. Log in at icoph.org and click on “My Profile” in the sidebar
2. Scroll down to “Professional Information”
   - You must select your profession from the drop-down list. Then additional fields will appear below.
   - You will see a checkbox: “*Request permission to edit this society’s profile on icoph.org (society leaders only)*”
3. Check this box
4. Click “Save Changes.”

*We will contact you when your request to edit is approved.*

**Questions?** Please e-mail us at info@icoph.org

It is important that societies check their online profiles regularly and update them as needed. Thank you for your help!