



Register An Account

1. Charity

Your charity is listed on the first line.

2. First and Last Name

Enter your first and last name on the second line.

Example:

- a. Susan Smith
- b. Nathan Jones

3. Location

Enter a location on line three.

Your organization may request that you enter a specific location. Example:

- a. Office Name-Department
 - i. Houston Woodlands-IT
 - ii. Chicago Oakbrook-Marketing
 - iii. Dallas Galleria-Operations
 - iv. Charlotte-Research
- b. City, State
 - i. Seattle, WA
- c. Chapter-City
 - i. Hornets Nest-Charlotte
 - ii. Mountaineers-Boone
 - iii. 2143-New York
- d. Association ID-City
 - i. FL486-Miami

4. Email

Enter your email on line four. This becomes your sign-in ID and cannot be changed.

5. Password

Create a password by entering it on lines five and six. Your password may be changed at any time.

6. Verify

Solve the math puzzle to confirm you are alive. 😊

7. Register

Click the Register button to complete the registration process.

Register An Account

Shop Thru The Heart

First and Last Name

City and State plus (Department or ID# optional)

Email

Password

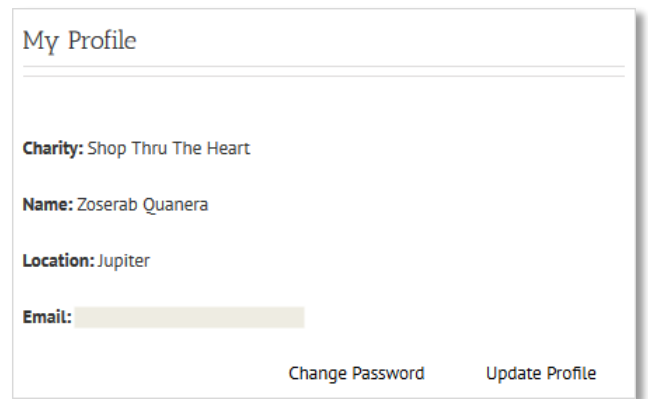
Re-enter password

Verify: 2 + 6 =

[Help with registration](#)

My Profile

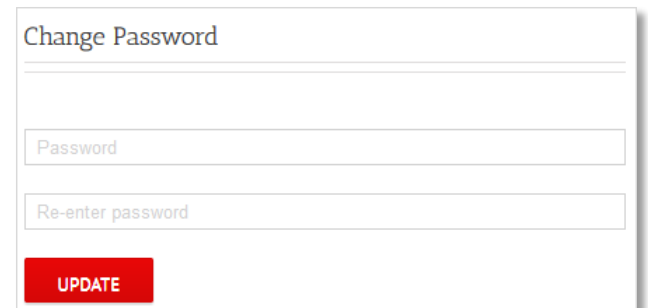
A link to the My Profile page is available on the main menu after sign-in.



The screenshot shows the 'My Profile' page. At the top, the title 'My Profile' is displayed. Below the title, there are four fields: 'Charity: Shop Thru The Heart', 'Name: Zoserab Quanera', 'Location: Jupiter', and 'Email:'. The email field is currently empty. At the bottom right of the page, there are two links: 'Change Password' and 'Update Profile'.

Password

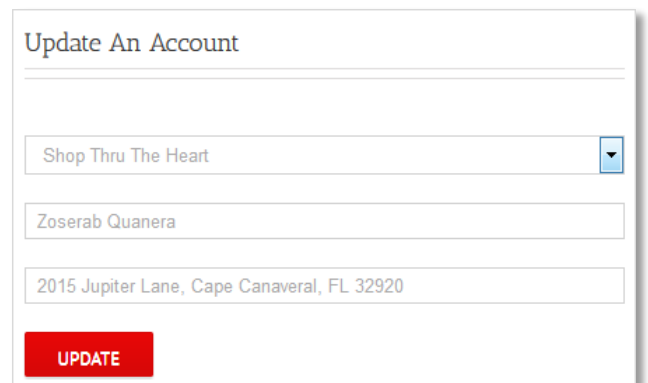
1. Password changes are initiated by clicking the Change Password link on the My Profile page.
2. Passwords may be changed at any time.



The screenshot shows the 'Change Password' page. At the top, the title 'Change Password' is displayed. Below the title, there are two input fields: 'Password' and 'Re-enter password'. At the bottom of the page, there is a red button labeled 'UPDATE'.

Update An Account

1. Profile changes are initiated by clicking the Update Profile link on the My Profile page.
2. You may change your name, location and charity preference at any time.
3. The email address/account ID may not be changed. If the email address is incorrect or out of date, you may register using a new address without impacting donations to you charity.



The screenshot shows the 'Update An Account' page. At the top, the title 'Update An Account' is displayed. Below the title, there are three input fields: a dropdown menu for 'Charity' (currently set to 'Shop Thru The Heart'), a text field for 'Name' (currently 'Zoserab Quanera'), and a text field for 'Address' (currently '2015 Jupiter Lane, Cape Canaveral, FL 32920'). At the bottom of the page, there is a red button labeled 'UPDATE'.