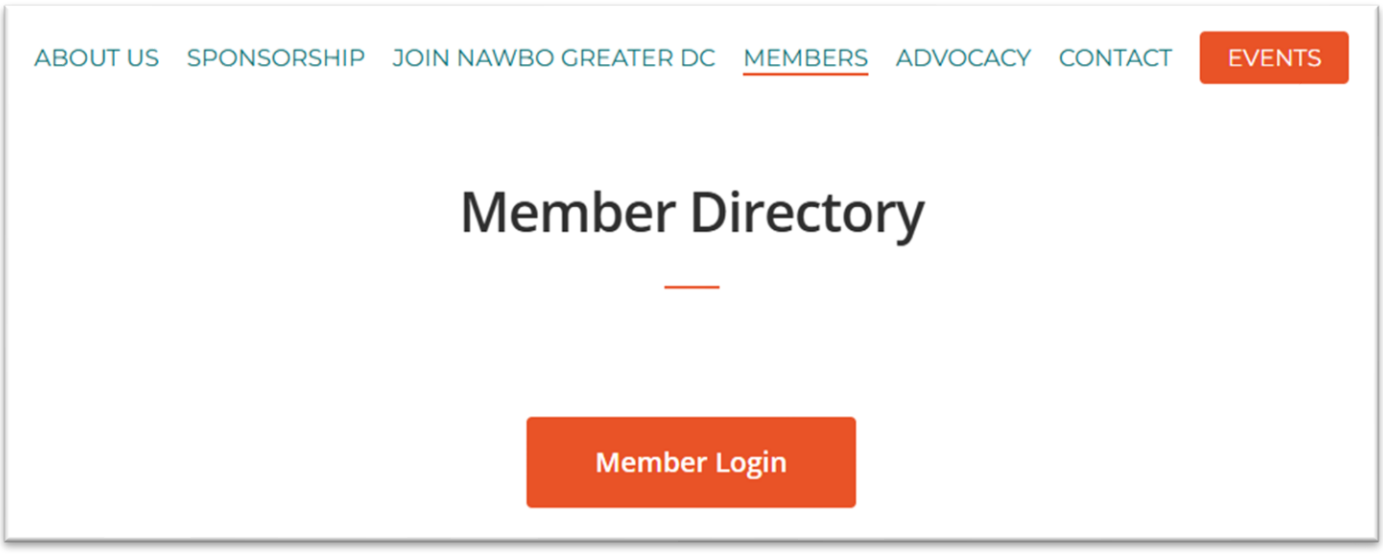
NAWBO Greater DC - Create Your Online Profile

Welcome to NAWBO Greater DC!

We are excited to have you as a member. Please follow these steps to create your professional profile on our website.

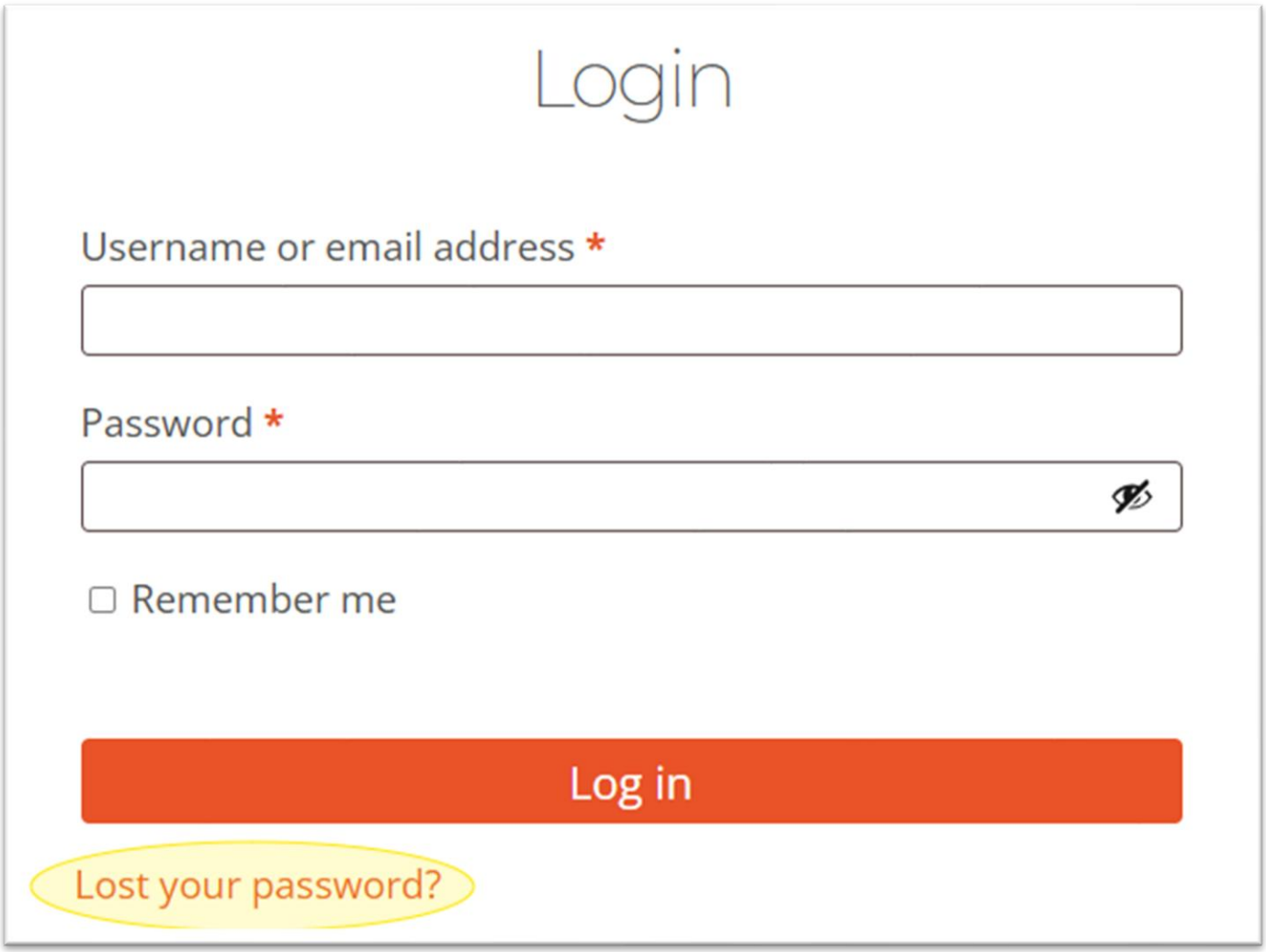
STEP 1: Create your Login

- Go to https://www.nawbodc.com/members-directory/
- Click on Member Login orange button



STEP 2: Set Your Password

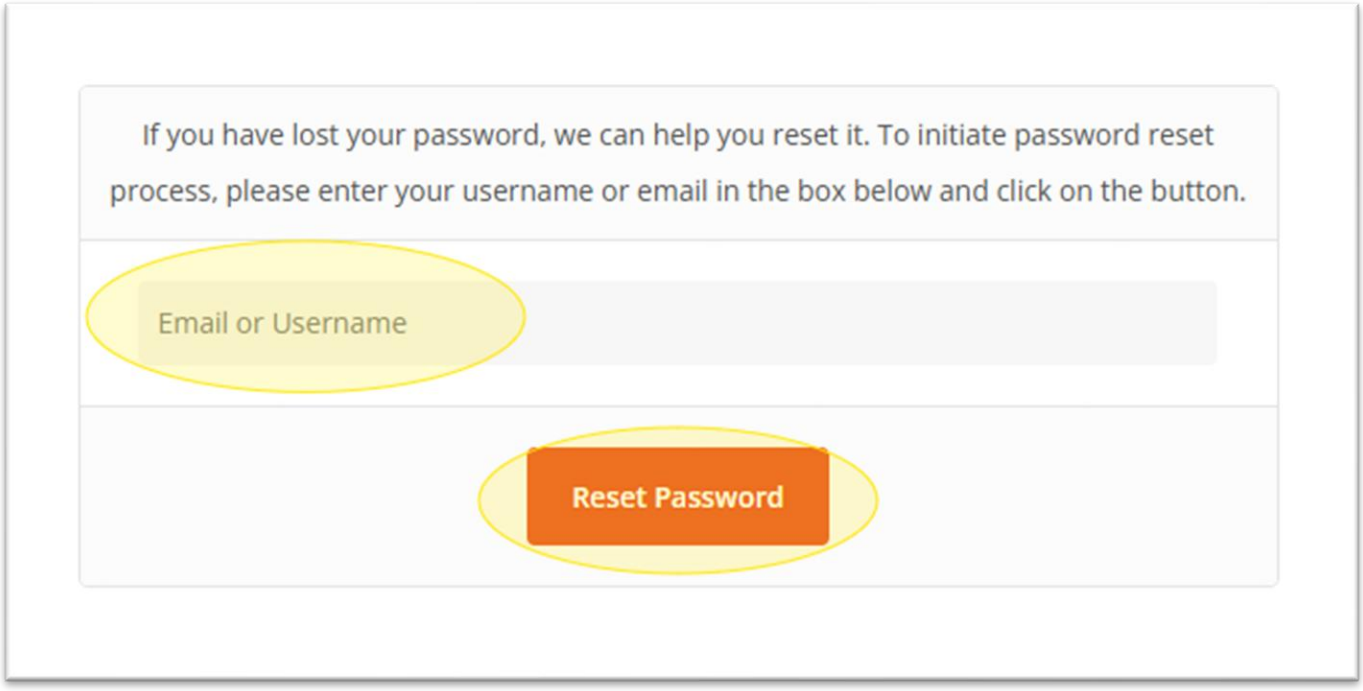
A) Click on “Lost your password?” at the bottom of this box (shown below) to reset your password. A Reset Password link will be sent to your email address.



B) Enter the email address* you used to register with NAWBO.org, and then click the "Reset Password" button shown below.

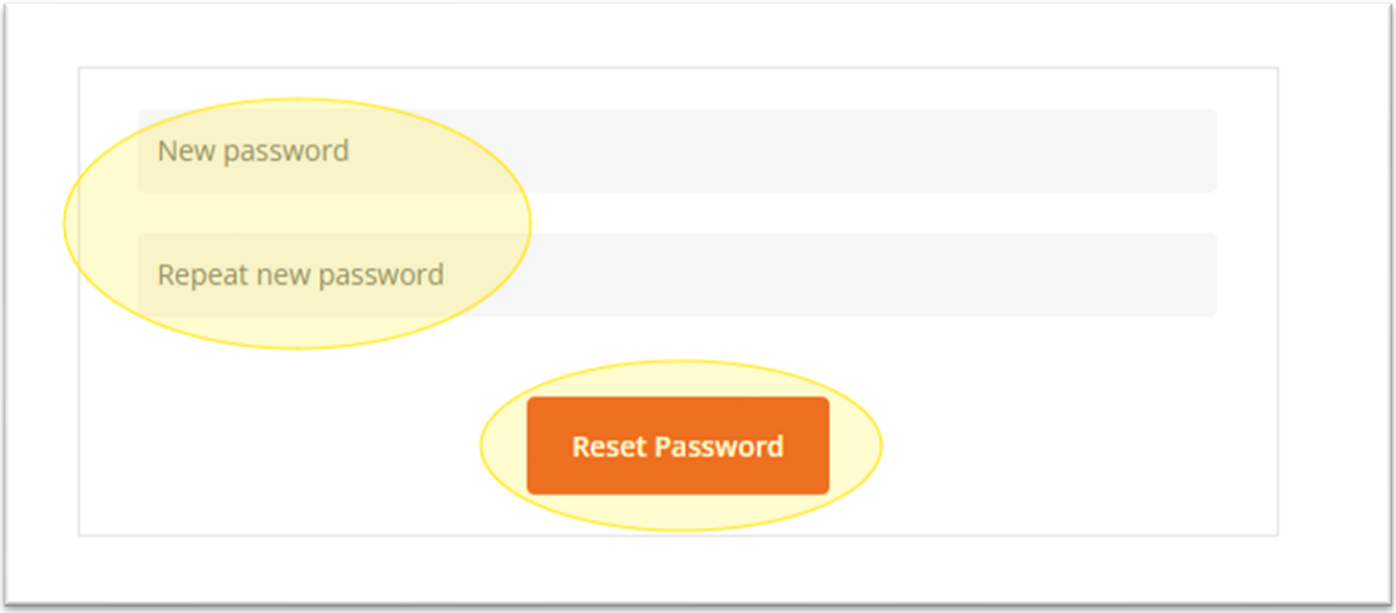
C) Check your email for your password reset link from WordPress. Please note that the email is sent from the website platform. **Be sure to check your spam or junk folder and mark it as a "safe" sender for future password resets.**

*If you don't remember your registered email address, please contact the NAWBO Greater DC Chapter Admin at info@nawbodc.com.

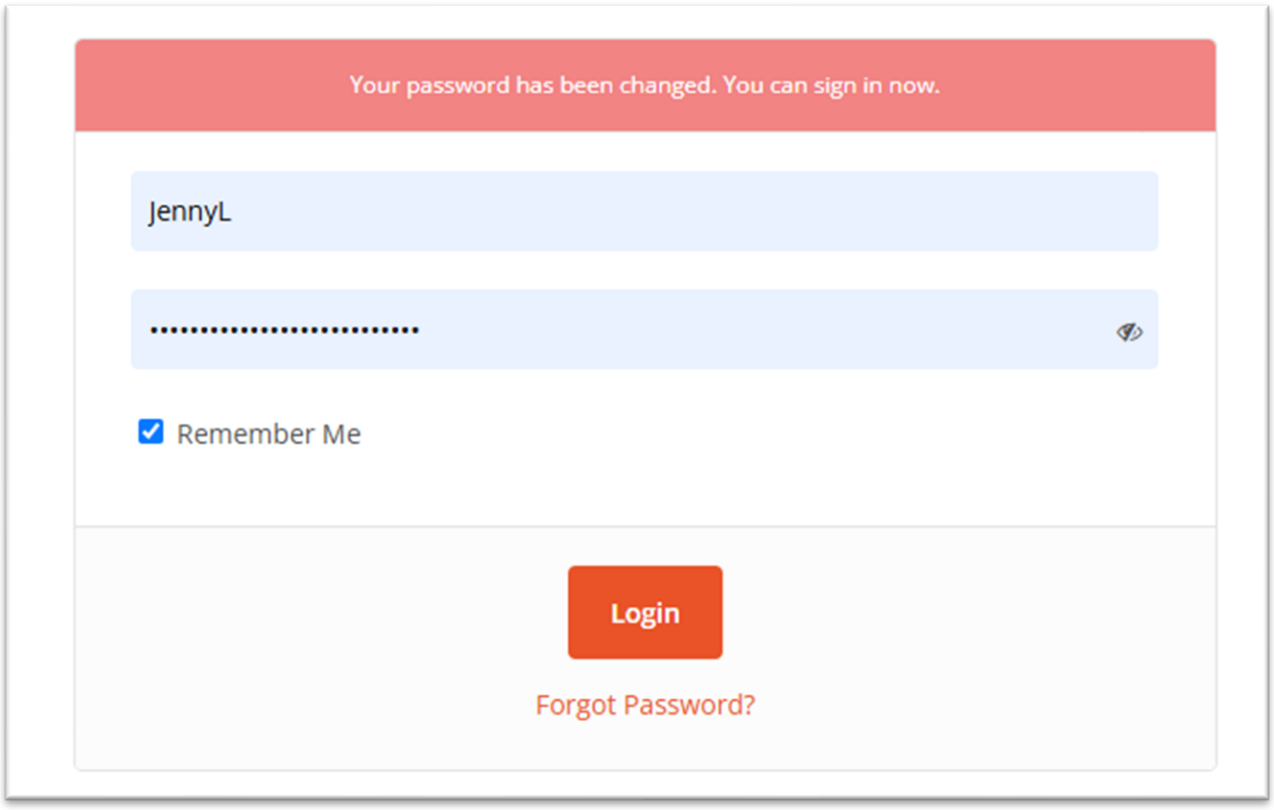


STEP 3: Finalize your Password

- Click on the link provided in the email, and you will see this box shown below.
- Enter your password and click on “Reset Password”.



- Once you reset your password, you will see the box shown below confirming your password change.
- You now can log into your NAWBO account by entering your email address and new password.

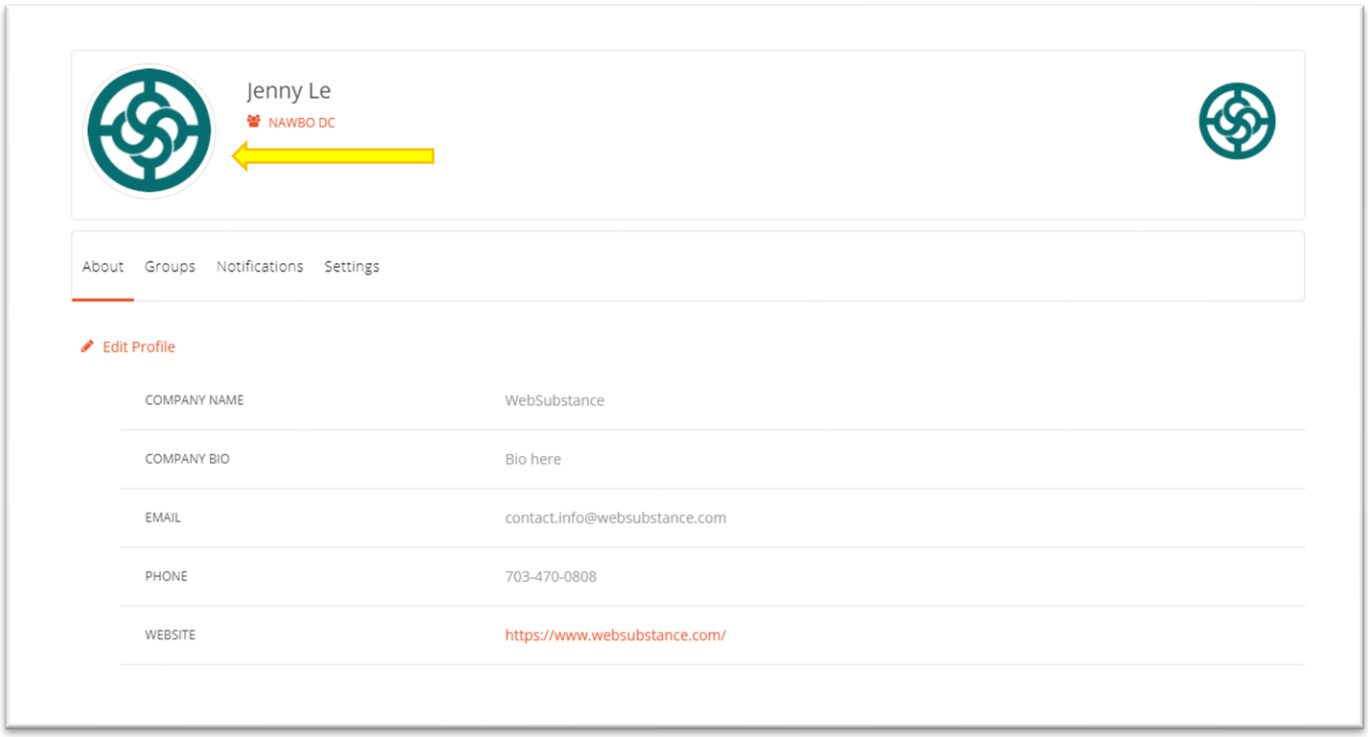


STEP 4: Create Your Profile

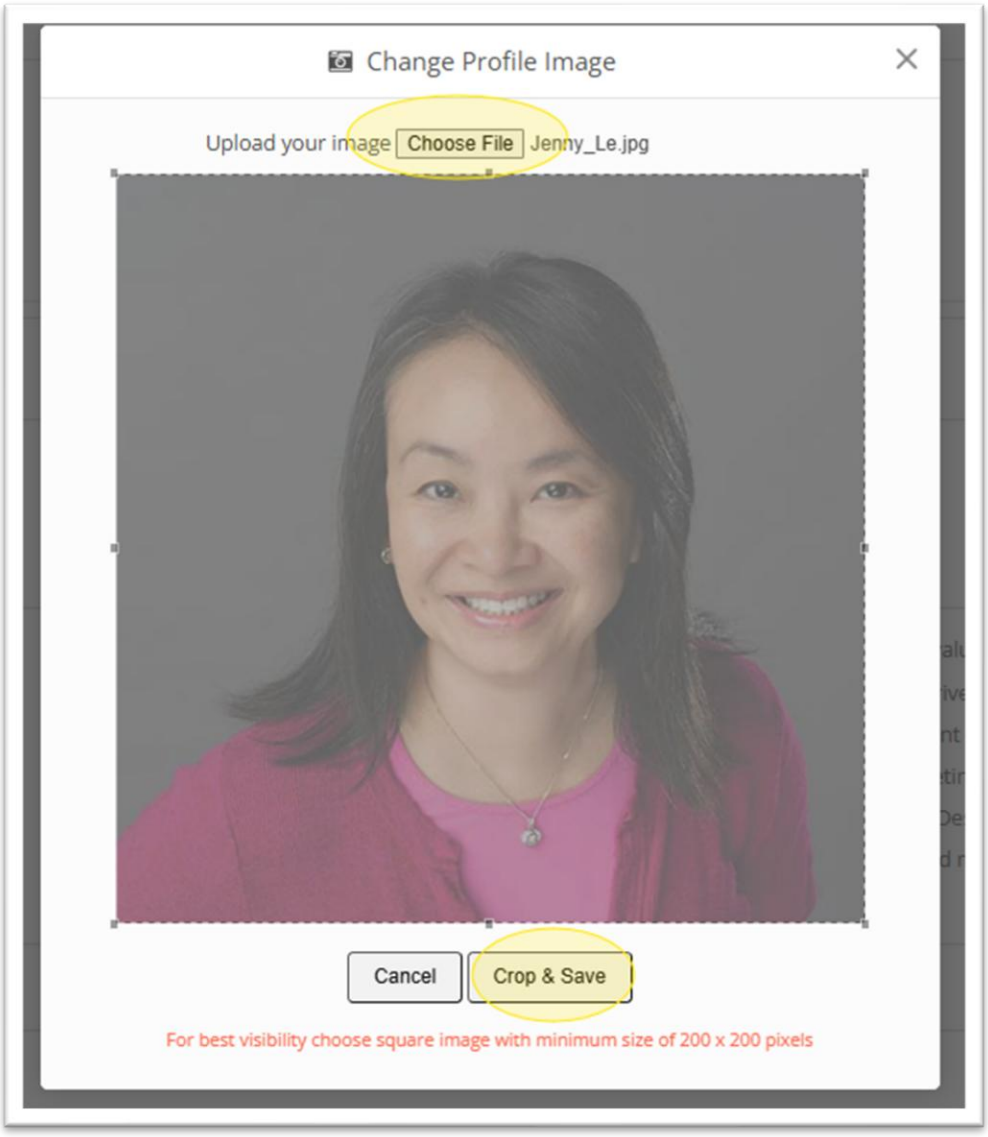
- Log in and you will arrive at your profile page.

To Add your Headshot

- Click on the logo to the left of your name (see yellow arrow below).

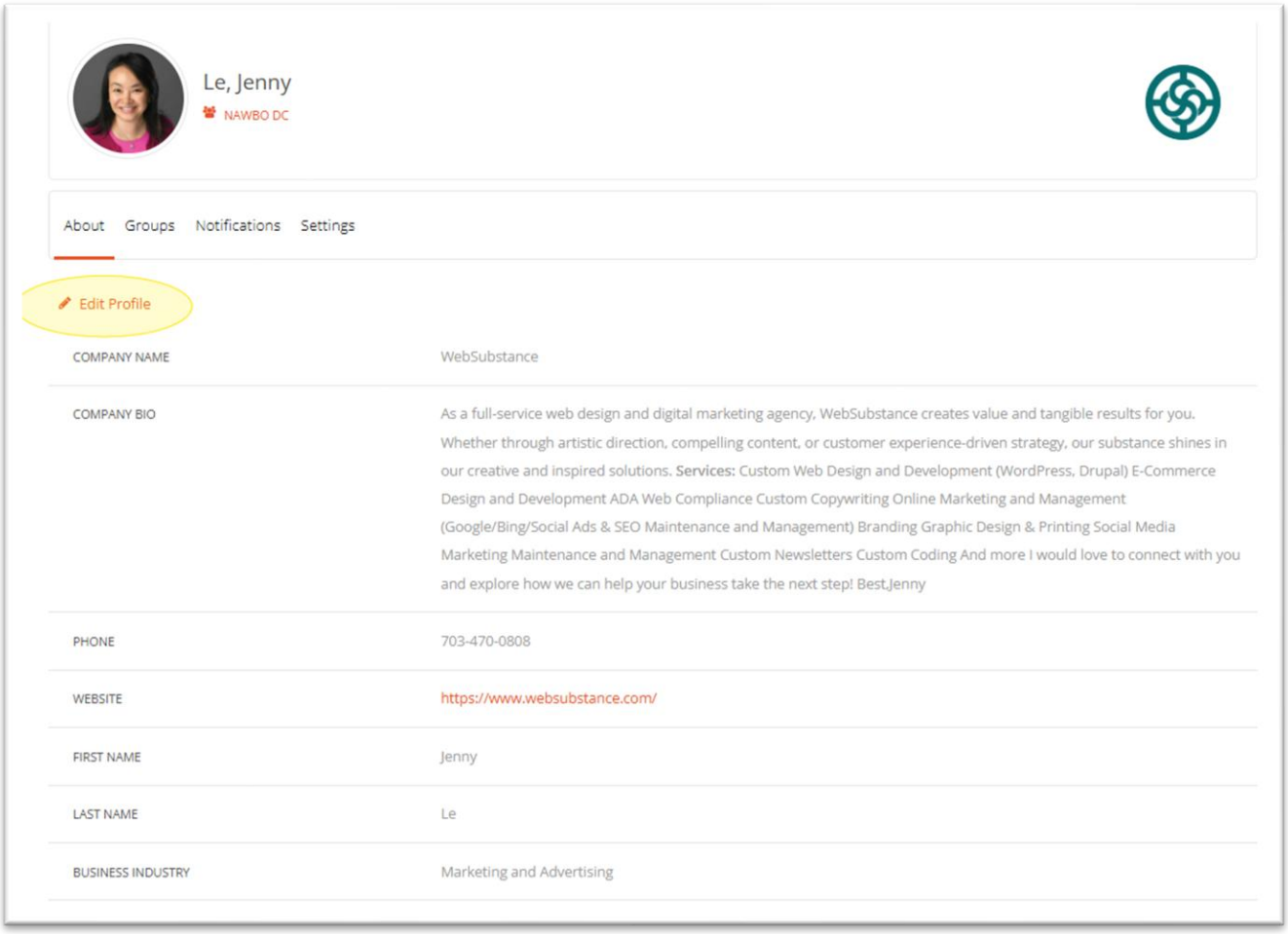


- Click on “Change Image” and “Choose File” to upload your headshot. (Image: minimum size is 200 by 200 pixels)
- Adjust your image and click the “Crop & Save” button.

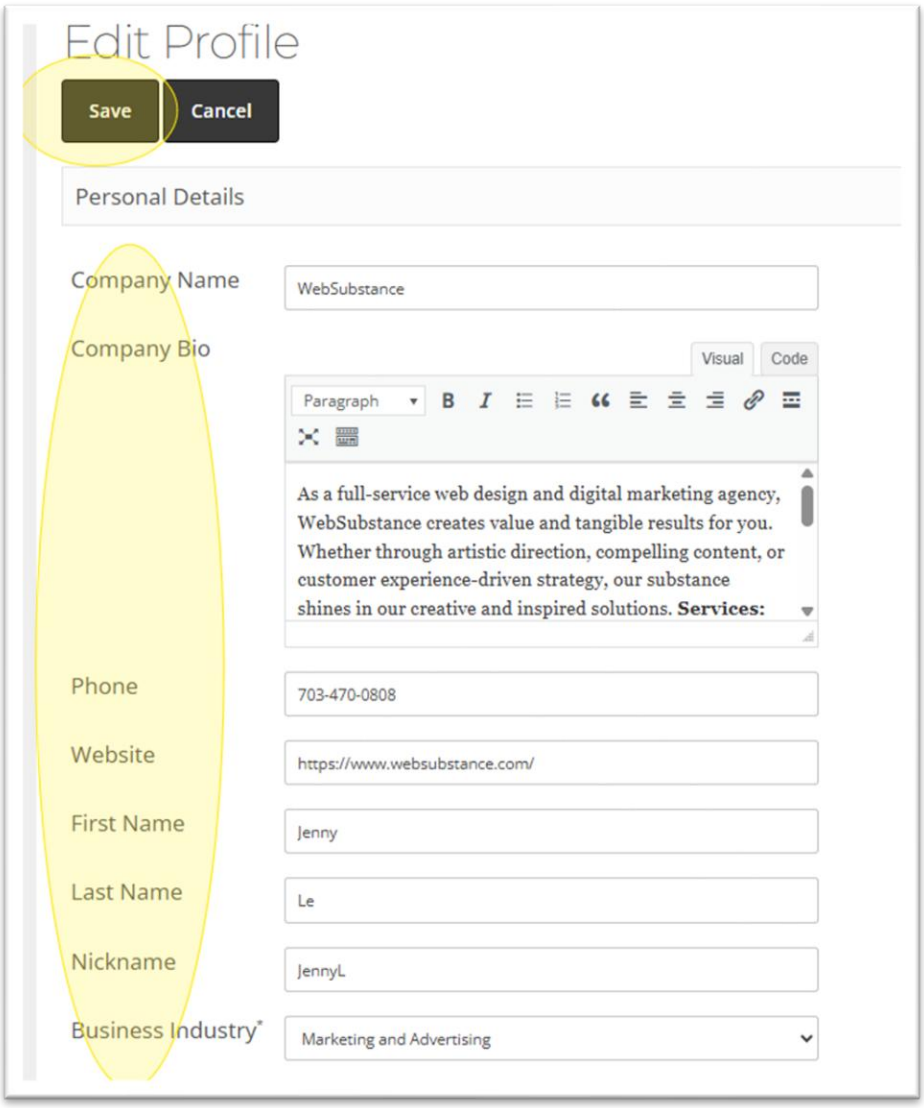


To Edit Profile

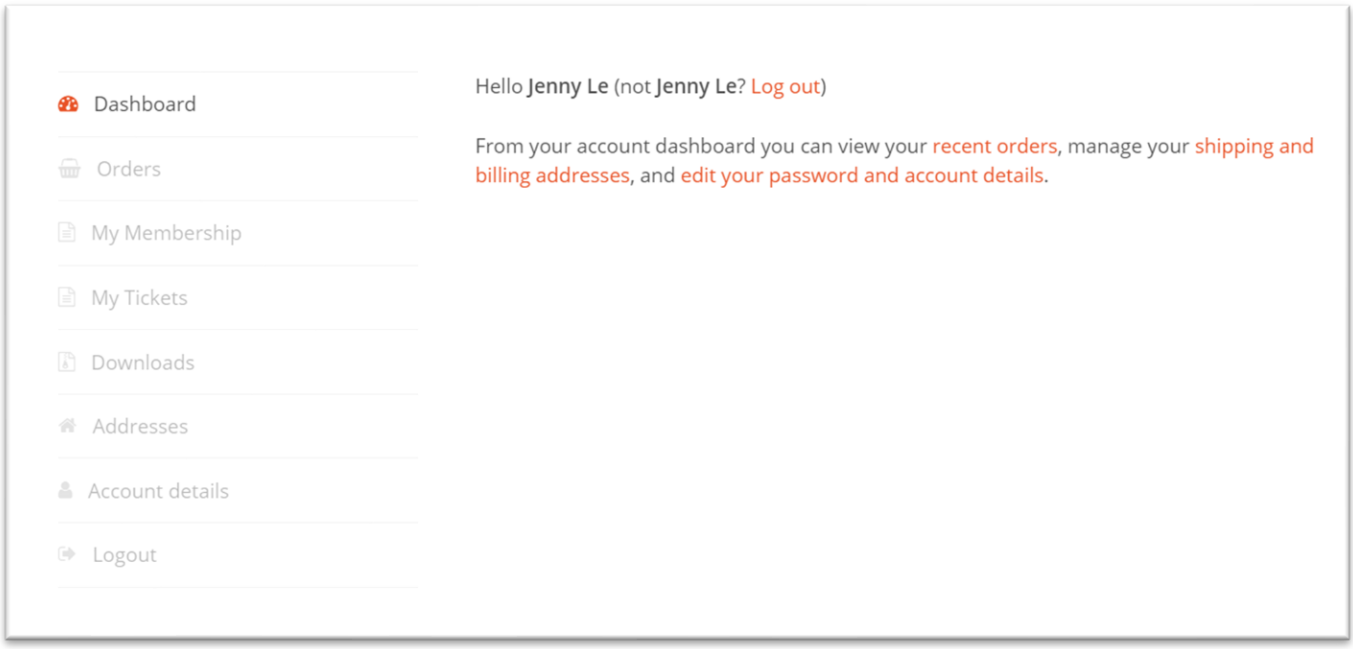
- Click on Edit Profile



- Start adding all your Personal Details:
  Company name, Company Bio, Phone, Website, First Name, Last Name, and Business Industry (see below).
- When completed, click on “Save.” You will return to your profile page.



- The next time you log into your account, you will see this window *(shown below)*.



STEP 5: Log Out

To log out of the NAWBODC website, click on the woman's head icon on the top right of your page. Click on "Log Out."

Thank you for completing your NAWBODC profile. We are glad to have you as a member!

If you have questions or forgot the email you used to register on NAWBO.org, please contact the NAWBO Greater DC Chapter Admin at info@nawbodc.com.