



Managing Your My Zonta Account

Zonta International Members, we thank you for your support in managing your account online. We rely on you to help us keep our records up-to-date and accurate.

No matter what you are looking to accomplish, you can do it online. Managing your account online can cut down processing time by days or even weeks.

Please follow the below step-by-step instructions to manage your My Zonta profile:

1. Login: Go to <https://zonta.org/> and click **Sign In** or **My Zonta**.



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FEATURED ARTICLE

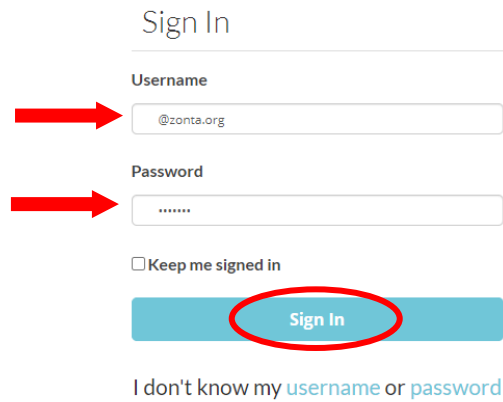
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2. Once prompted, enter your email address as the username and then enter your password.



Sign In

Username

@zonta.org

Password

.....

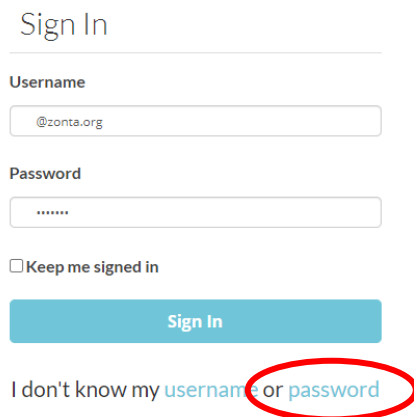
Keep me signed in

Sign In

I don't know my [username](#) or [password](#)

Detailed description: This is a screenshot of a web page titled "Sign In". It features two input fields: "Username" containing "@zonta.org" and "Password" containing ".....". Below the password field is a checkbox labeled "Keep me signed in". A blue "Sign In" button is centered below the checkbox. At the bottom, there is a link "I don't know my username or password". Two red arrows point to the Username and Password fields. A red circle highlights the "Sign In" button.

3. If you have never logged in before or if you have forgotten your password, click on the "password" button in the sentence "I don't know my username or password" on the bottom of the **Sign In** page.



Sign In

Username

@zonta.org

Password

.....

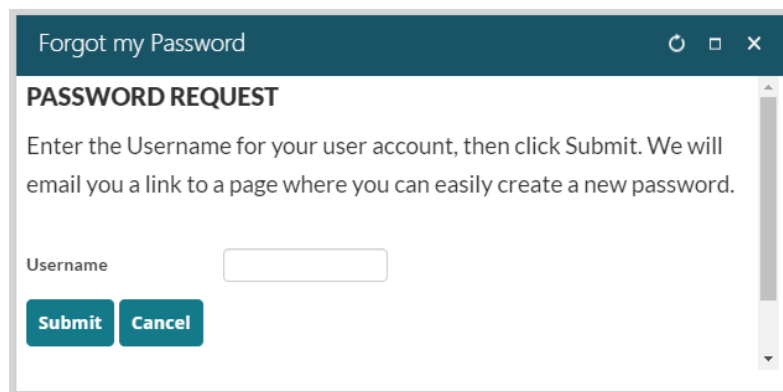
Keep me signed in

Sign In

I don't know my [username](#) or [password](#)

Detailed description: This is a second screenshot of the "Sign In" page, identical to the first. In this version, the "password" link in the bottom sentence "I don't know my username or password" is circled in red.

- Once you have clicked the "password" button, a pop-up box will appear requesting your username. Enter your **email address** on file with Zonta as your username. Click **Submit**.



Forgot my Password

PASSWORD REQUEST

Enter the Username for your user account, then click Submit. We will email you a link to a page where you can easily create a new password.

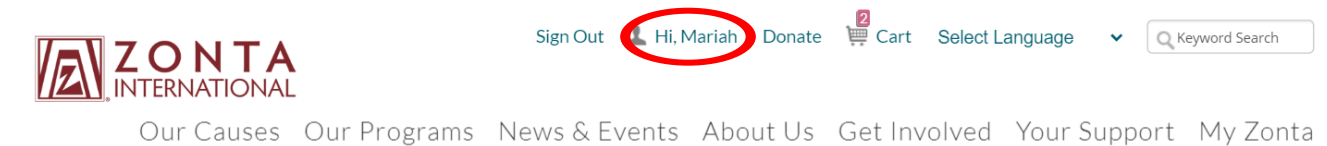
Username

Submit Cancel

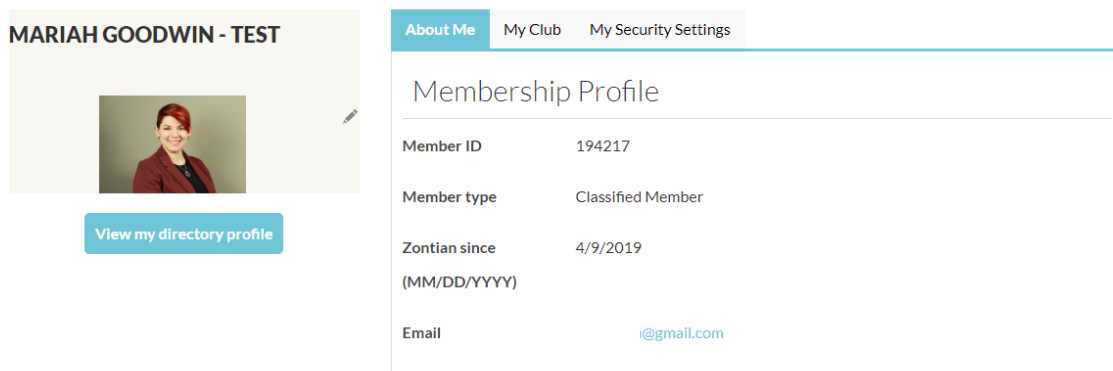
Detailed description: This is a screenshot of a browser window titled "Forgot my Password". The window contains a "PASSWORD REQUEST" section with a text prompt: "Enter the Username for your user account, then click Submit. We will email you a link to a page where you can easily create a new password." Below the text is a "Username" label and an empty input field. At the bottom are two buttons: "Submit" and "Cancel".

- You will receive an e-mail that includes your username and a link for setting or re-setting your password. When you click on the link provided, it will take you to the "Sign In" page to create a new password.
- Enter your chosen new password. It needs to be at least 7 characters long. Once you have clicked submit, it will take you back to the Zonta homepage.

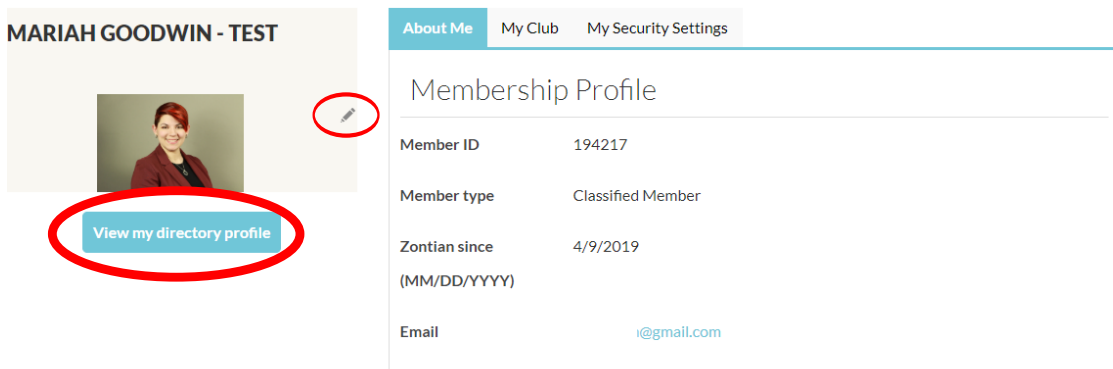
4. From anywhere on the website, once you are logged in, you may click on your name at the top of the page to be redirected to your My Zonta Profile.



5. You will see your Member information on the first tab of your profile. This information cannot be edited, so if changes are needed, please contact us at memberrecords@zonta.org.



6. To see what is currently visible on the Zonta Members only directory click the **View My Directory Profile** button. To add or change your photo click the pencil icon located below your name.



7. Scroll down to view your personal details. You may change any of the items in the **My Personal Details** Section.

8. To edit your addresses, click the pencil icon in the upper right corner of the **My Address** section.

MEMBERSHIP PROFILE

Member ID 186228

Member type Zonta Staff

Zontian since (MM/DD/YYYY)

Email

Status Active

My Personal Details

Gender Female

Professional Classification (None)

Home Phone

WorkPhone

Cell Phone

Website

Date of Birth

My Address

Home Business +

1200 Harger Road ✓ Preferred Mailing Address
Suite 330 ✓ Preferred Billing Address

9. Be sure to click the **Save** button at the bottom of the screen to save any of the changes to the above sections.

My Address

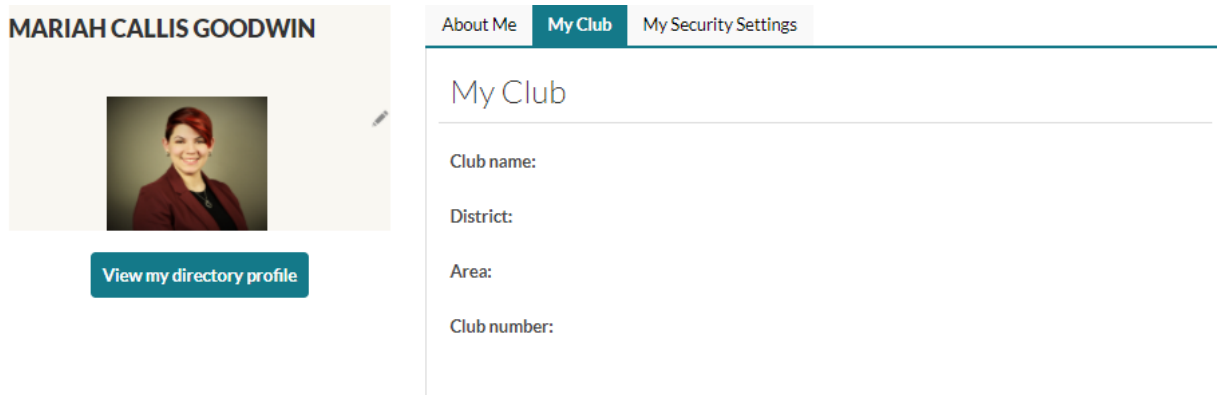
Home Business +

1200 Harger Road ✓ Preferred Mailing Address
Suite 330 ✓ Preferred Billing Address
Oak Brook, IL 60523 ✓ Preferred Shipping Address
USA

Show map
mcgoodwin@zonta.org

Save Cancel

10. You will see your club name, as well as district, area, and club numbers information on the second tab of your profile, titled **My Club**. This information cannot be edited, so if changes are needed, please contact us at memberrecords@zonta.org.



MARIAH CALLIS GOODWIN

View my directory profile

About Me **My Club** My Security Settings

My Club

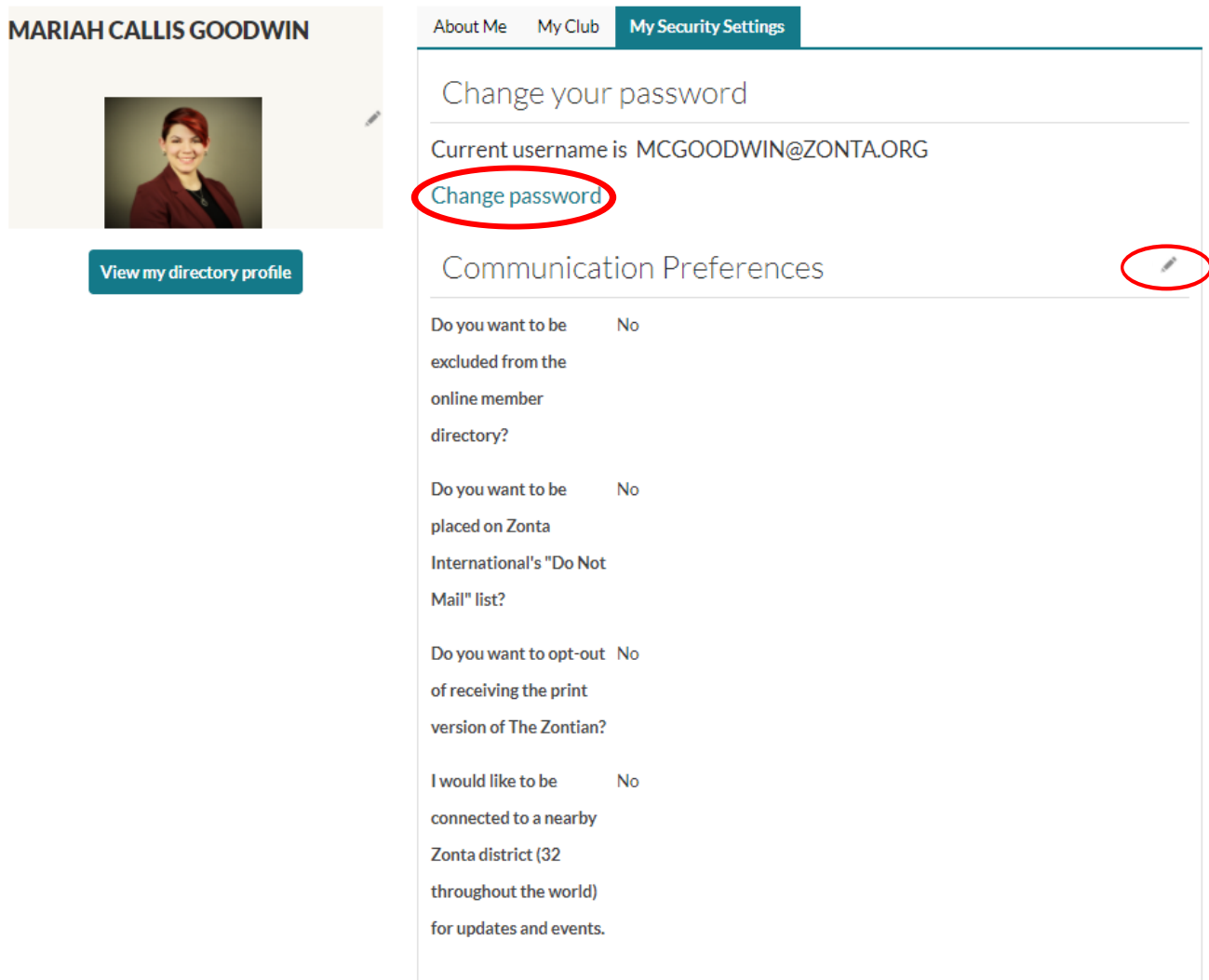
Club name:

District:

Area:

Club number:

11. The third tab titled **My Security Settings** allows you to change your password and choose communication preferences. To change your preferences, click the pencil icon in the top right corner of the section.



MARIAH CALLIS GOODWIN

View my directory profile

About Me My Club **My Security Settings**

Change your password

Current username is MCGOODWIN@ZONTA.ORG

[Change password](#)

Communication Preferences

Do you want to be excluded from the online member directory? No

Do you want to be placed on Zonta International's "Do Not Mail" list? No

Do you want to opt-out of receiving the print version of The Zontian? No

I would like to be connected to a nearby Zonta district (32 throughout the world) for updates and events. No