

How to Log Into the BLD Connection Info Hub

Option 1: Use Your Welcome Email

Click the link in your welcome email to create your username and password.

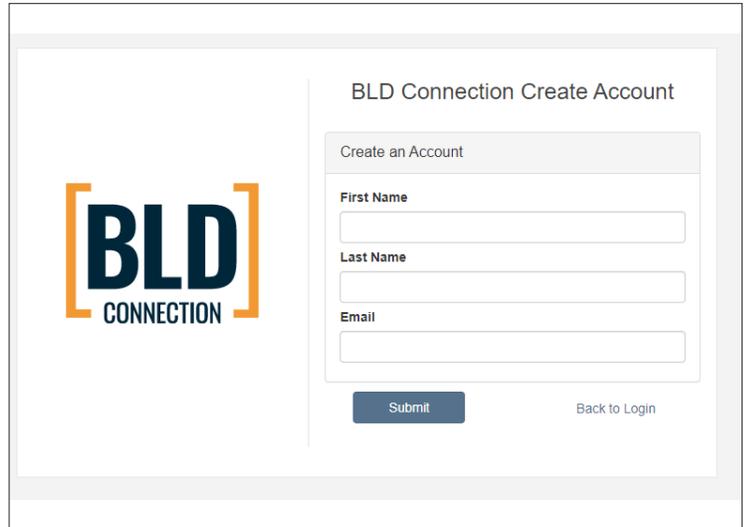
Option 2: Start from Our Website

If you didn't receive a welcome email, follow these steps:

1. Go to www.BLDConnection.org
2. Click [Member Login](#) at the top of the page
3. Under Don't have an account?, click Create One

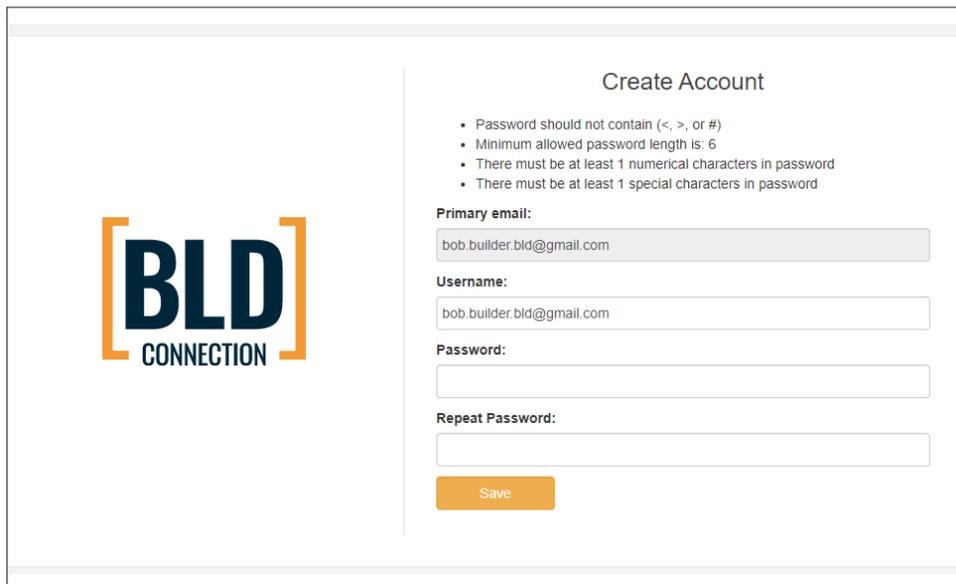
Create Your Account

- Fill out the required fields on the Create Account screen
- Click Save



The screenshot shows the 'BLD Connection Create Account' page. On the left is the BLD Connection logo. On the right is a form titled 'Create an Account' with the following fields: 'First Name', 'Last Name', and 'Email'. Below the fields are a blue 'Submit' button and a 'Back to Login' link.

Once your account is created, log in using the username and password you just set up.



The screenshot shows the 'Create Account' page with the BLD Connection logo on the left. On the right, there is a list of password requirements: 'Password should not contain (<, >, or #)', 'Minimum allowed password length is: 6', 'There must be at least 1 numerical characters in password', and 'There must be at least 1 special characters in password'. Below the list are input fields for 'Primary email:' (containing 'bob.builder.bld@gmail.com'), 'Username:' (containing 'bob.builder.bld@gmail.com'), 'Password:', and 'Repeat Password:'. An orange 'Save' button is at the bottom.

Trouble Logging In?

Because the Info Hub is only available to individuals who qualify for membership, you won't be able to create an account unless your email address has already been added to our system.

If you're having trouble logging in, please contact us at (888) 544-6822 or info@BLDConnection.org – we're happy to help.

How to Update Your Info in the BLD Connection Info Hub on Page 2

BLD Connection

10700 Old County Road 15, Suite 200, Plymouth, MN 55441 | (763) 544-6822 | info@bldconnection.org | www.bldconnection.org

How to Update Your Info in the BLD Connection Info Hub

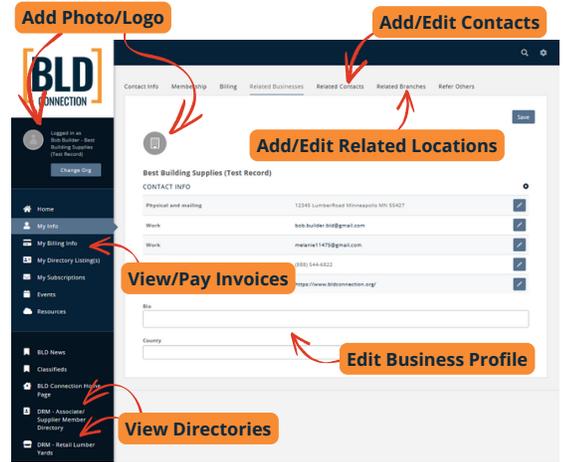
Once you're logged in, click **My Info** on the left-hand side. This will open a set of tabs at the top of your screen:

Contact Info – Membership – Billing – Related Business – Related Contacts – Related Branches – Refer Others

Here's what you can do in each section:

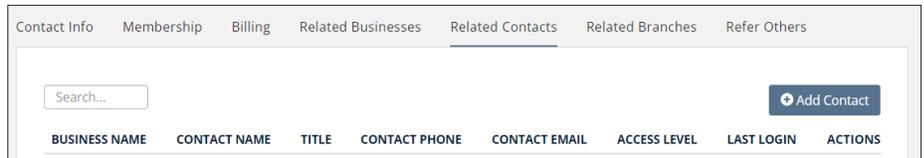
Contact Info Tab

- Update your individual contact information.
- To change your profile image, hover over it and click the pencil icon.
- Scroll to the Lists/Committees section to manage your print subscription to **BLD Connection Magazine** or to be added to additional interest lists.
- **Retail Members Only:** This section also includes an option to **Include Name in Printed Directory**.



My Billing Info

- View your billing history and make payments.
- To download an invoice, click **Actions** next to the transaction and select **Download Invoice**.



Related Business Tab

- View and update company details.*
- If you have primary access, you can also update the business profile image by hovering over it and clicking the pencil icon.

Related Contacts Tab

- View a list of all contacts associated with your company.
- Add, edit, or remove contacts for your company location.*



Add or change your profile image by hovering over profile image and clicking on pencil icon that appears.

Related Branches Tab

- View any branch locations connected to your company.
- Click **View Contacts** under each branch to manage branch-specific team members.*
- To add a new branch location, contact us at info@BLDConnection.org or call (888) 544-6822.

My Subscriptions (left-hand menu)

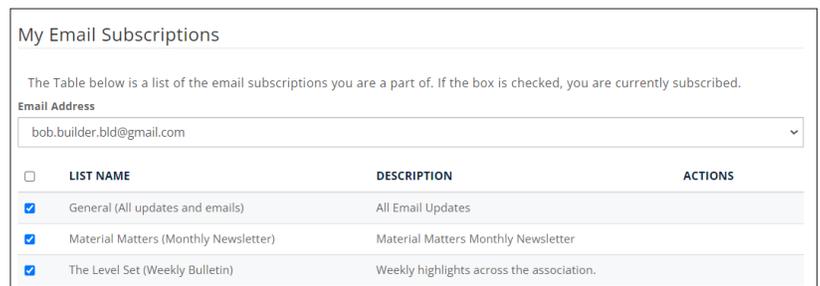
- Choose which email communications you'd like to receive from BLD Connection.

My Directory Listing(s) (left-hand menu)

- Update your company's listings in any directories you're part of.*

Events Calendar (left-hand menu)

- Browse upcoming events, workshops, and conferences hosted by BLD Connection.



Directory Link: DRM – Associate/Supplier Member Directory

- Quickly access the digital directory for Associate/Supplier Members and Retail Lumber Yards

*Primary access required to make updates.

BLD Connection

10700 Old County Road 15, Suite 200, Plymouth, MN 55441 | (763) 544-6822 | info@bldconnection.org | www.bldconnection.org