

## Updating MOWA Member Profile Online Business/Government Memberships

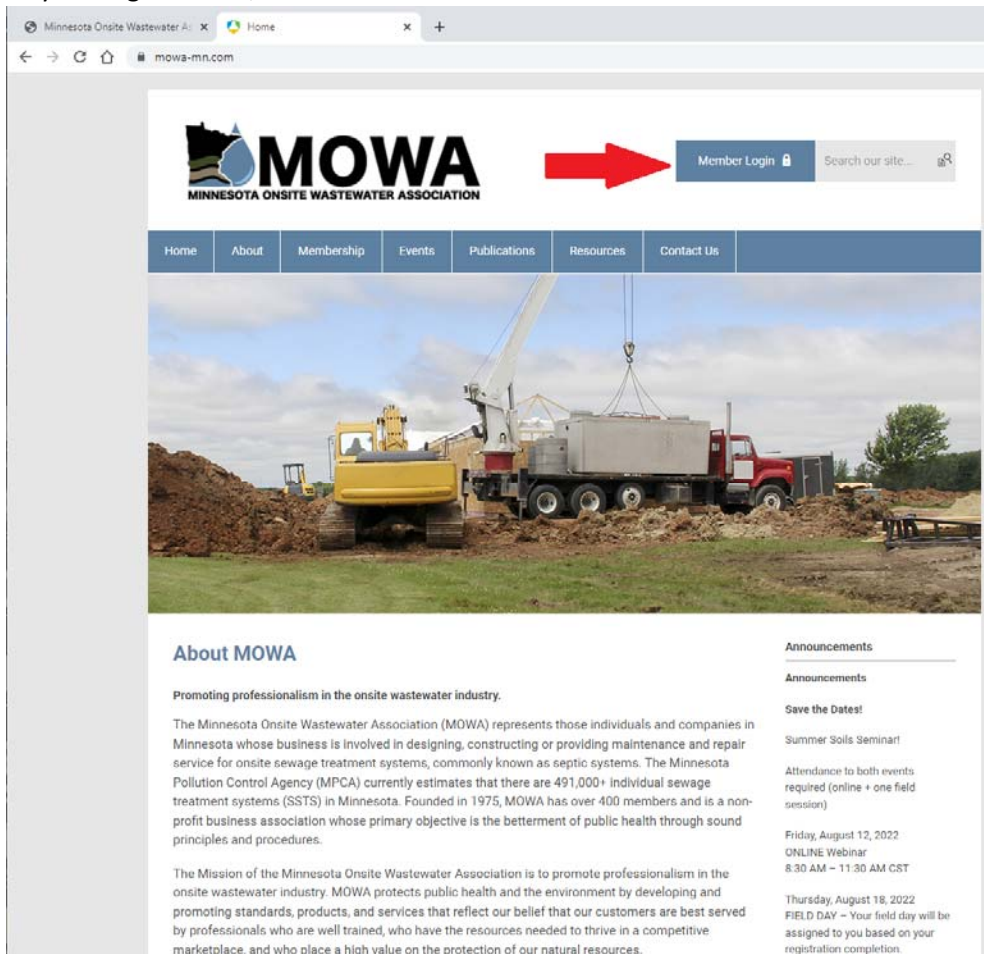
Thank you for updating your membership information online! This is very helpful when MOWA goes to publish the next Directory and it helps members locate your information.

Here are the steps with pictures on how to update your profile if you are an existing member. You may also watch the video instructions here: <https://youtu.be/HC76de9HqqI>

### 1) Log in as a member of MOWA

- You should be able to log in with your username and password. Hint: Your username is not necessarily your email address. If you cannot remember your username, please email MOWA and it will be provided to you. Email: [mowaexec@gmail.com](mailto:mowaexec@gmail.com)
- You can reset your password if you do not remember it.

Keep in mind that “Key Contact” for the Business/Government Membership is the only person that can update the Organizational Member Information. This person can pay invoices too. If you are not sure who this is in your organization, contact MOWA.



The screenshot shows the MOWA website homepage. At the top left is the MOWA logo with the text "MINNESOTA ONSITE WASTEWATER ASSOCIATION". To the right of the logo is a "Member Login" button with a lock icon, which is highlighted by a red arrow. Further right is a search bar with the placeholder text "Search our site...". Below the logo and search bar is a navigation menu with links for "Home", "About", "Membership", "Events", "Publications", "Resources", and "Contact Us". The main content area features a large photograph of a construction site with a yellow excavator and a red truck. Below the photo, there are two columns of text: "About MOWA" and "Announcements".

**About MOWA**

Promoting professionalism in the onsite wastewater industry.

The Minnesota Onsite Wastewater Association (MOWA) represents those individuals and companies in Minnesota whose business is involved in designing, constructing or providing maintenance and repair service for onsite sewage treatment systems, commonly known as septic systems. The Minnesota Pollution Control Agency (MPCA) currently estimates that there are 491,000+ individual sewage treatment systems (SSTS) in Minnesota. Founded in 1975, MOWA has over 400 members and is a non-profit business association whose primary objective is the betterment of public health through sound principles and procedures.

The Mission of the Minnesota Onsite Wastewater Association is to promote professionalism in the onsite wastewater industry. MOWA protects public health and the environment by developing and promoting standards, products, and services that reflect our belief that our customers are best served by professionals who are well trained, who have the resources needed to thrive in a competitive marketplace, and who place a high value on the protection of our natural resources.

**Announcements**

**Announcements**

**Save the Dates!**

Summer Soils Seminar!

Attendance to both events required (online + one field session)

Friday, August 12, 2022  
ONLINE Webinar  
8:30 AM – 11:30 AM CST

Thursday, August 18, 2022  
FIELD DAY – Your field day will be assigned to you based on your registration completion.

2) Once you have successfully logged in, you will be directed to the Member Landing Page. You can use the quick link to update your profile from this page:

The screenshot shows a web browser window with the URL [mowa.memberclicks.net/member-landing-page](https://mowa.memberclicks.net/member-landing-page). The page features the MOWA logo (Minnesota Onsite Wastewater Association) and a navigation menu with links for Home, About, Membership, Events, Publications, Resources, and Contact Us. A yellow notification box at the top left states "You have logged in successfully". The main content area has a blue banner with the text "Welcome Tammy Trantham, Trantham Consulting LLC, Business Contact". Below the banner, there is a link "See something wrong? [Update your profile!](#)" with a red arrow pointing to it. Below the banner, there are links for "My Profile", "Event Calendar", and "Member Search". The page also includes an "Announcements" section with details for a "Summer Soils Seminar" and a "FIELD DAY" event. At the bottom, there is a "Welcome to the Members Only Area!" section with a thank you message and information about the 2023 MOWA Winter Convention.

3) Now you can update your contact information by clicking on the "Edit" Button.

The screenshot shows a web browser window with the address bar displaying "mowa.memberclicks.net/index.php?option=com\_community&view=profile&userid=2010688944". The page header features the MOWA logo and a "Member Logout" button. A navigation menu includes links for Home, About, Membership, Events, Publications, Resources, and Contact Us. The main content area is titled "My Profile" and displays the name "Tammy Trantham" next to a placeholder profile picture. Below the name, the profile details are listed:

- Username:** Tammy.Trantham
- Member Type:** Individual
- Group:** Individual
- Member Status:** Active
- Full Name:** Tammy Trantham
- Contact Name:** Tammy Trantham
- Email - Preferred:** tranthamconsulting@gmail.com

An "Edit" button is located to the right of the profile details, with a red arrow pointing to it. To the right of the profile section, there is an "Announcements" section with the following content:

**Announcements**

**Save the Dates!**

Summer Soils Seminar!

Attendance to both events required (online + one field session)

Friday, August 12, 2022  
ONLINE Webinar  
8:30 AM – 11:30 AM CST

Thursday, August 18, 2022  
FIELD DAY – Your field day will be assigned to you based on your registration completion.  
8:00 AM – 12:00 PM OR 1:00 – 5:00 PM CST

More information coming soon!

**Upcoming Events**

Fri Aug 12, 2022  
Summer Soils Seminar (Online Component)

4) Now update any and all information that you need to. Please provide any information you want included in the Directory. Anything left blank, will not be included in the Directory.

The screenshot shows a web browser window with the URL `mowa.memberclicks.net/index.php?option=com_community&view=profile&userid=2010688944`. The page header features the MOWA logo (Minnesota Onsite Wastewater Association) and a navigation menu with links for Home, About, Membership, Events, Publications, Resources, and Contact Us. A "Member Logout" button and a search bar are also present.

The main content area is titled "My Profile" and displays the name "Tammy Trantham" next to a placeholder profile picture. Below this is a form for updating profile information:

- Username:**  [Cancel] [Save]
- Member Type:** Individual
- Group:** Individual
- Member Status:** Active
- Full Name:**
- Contact Name:**
- Organization:**

The right sidebar contains two sections:

- Announcements:**
  - Save the Dates!**
  - Summer Soils Seminar!
  - Attendance to both events required (online + one field session)
  - Friday, August 12, 2022  
ONLINE Webinar  
8:30 AM – 11:30 AM CST
  - Thursday, August 18, 2022  
FIELD DAY – Your field day will be assigned to you based on your registration completion.  
8:00 AM – 12:00 PM OR 1:00 – 5:00 PM CST
  - More information coming soon!
- Upcoming Events:**
  - Fri Aug 12, 2022  
Summer Soils Seminar (Online Component)  
Category: Events
  - Thu Aug 18, 2022  
Summer Soils Seminar (Field Component)

**Email - Preferred** Set as Primary Email

tranthamconsulting@gmail.com

Cancel

Save

[View Full Profile](#)

**Email - Second Email** Set as Primary Email

Email

**Phone - Work** Set as Primary Phone

Phone

**Phone - Mobile** Set as Primary Phone

Phone

**Phone - Other** Set as Primary Phone

Phone

**Address**

Line 1

Line 2

City

None

Zip/Postal

None

**Be sure to fill out contact information & counties you work in as this information will go in the MOWA Directory!**

**Counties you work in**

- Statewide
- Aitkin
- Anoka
- Becker
- Beltrami
- Benton
- Big Stone
- Blue Earth
- Brown
- Carlton
- Carver
- Cass
- Chippewa
- Chisago
- Clay
- Clearwater
- Cook
- Cottonwood
- Crow Wing
- Dakota
- Dodge
- Douglas
- Faribault

[Our Sponsors](#)

Member Profile

mowa.memberclicks.net/index.php?option=com\_community&view=profile&userid=2010688944

- Stearns
- Steele
- Stevens
- Swift
- Todd
- Traverse
- Wabasha
- Wadena
- Waseca
- Washington
- Watonwan
- Wilkin
- Winona
- Wright
- Yellow Medicine

**County**

**Gender**

None

**Information**

- Installer
- Pumper
- Designer
- Inspector
- Gov't Regulator
- Educator
- Service Provider
- Student
- Soil Scientist
- Professional Engineer
- Manufacturer
- Operator/Maintenance
- Supplier
- Other

**Title**

**Website**

Cancel Save

When finished filling out information, click on GREEN Save button!

Be sure to check all your business covers for "Information" as this is include in the Directory!

When finished, click on the GREEN save button to save your changes.

5) As the Key Contact of the organization, you can also update your Organizational profile. You can also update your employee profiles too.

The screenshot shows a web browser window displaying the MOWA (Minnesota Onsite Wastewater Association) member profile page. The browser's address bar shows the URL: `mowa.memberclicks.net/index.php?option=com_community&view=profile&userid=2010688944`. The page features the MOWA logo at the top left, a navigation menu with items like Home, About, Membership, Events, Publications, Resources, and Contact Us, and a search bar. The main content area is titled "My Profile" and contains a dropdown menu with the following options: "Your Organization", "Change Profile Picture", "Change Password", "Contact Preferences", "Message History", "Invoices", and "Submissions". Below the menu, the profile details for Tammy Trantham are displayed, including her member type (Business Contact), group (Business Contact), member status (Active), full name, contact name, organization (Trantham Consulting LLC), and email (tranthamconsulting@gmail.com). To the right of the profile details is an "Edit" button. Further right, there are sections for "Announcements" and "Upcoming Events". The announcements section includes a "Save the Dates!" notice for a "Summer Soils Seminar!" with details for two events: an online webinar on Friday, August 12, 2022, and a field day on Thursday, August 18, 2022. The upcoming events section lists the "Summer Soils Seminar (Online Component)" for Friday, August 12, 2022.

6) If you click on “Your Organization” you can update the organizational information. Here you can add your company logo.

The screenshot shows a web browser window with the URL [mowa.memberclicks.net/index.php?option=com\\_community&view=profile&userid=2010704326&Itemid=0#yourorganization](https://mowa.memberclicks.net/index.php?option=com_community&view=profile&userid=2010704326&Itemid=0#yourorganization). The page features the MOWA logo (Minnesota Onsite Wastewater Association) and a navigation menu with links for Home, About, Membership, Events, Publications, Resources, and Contact Us. The main content area is titled "My Profile" and includes a sub-menu with options: Profile, Change Profile Picture, Contact Preferences, Message History, Invoices, Submissions, and Individual Profiles. A red box highlights the "Organization Logo" field, which currently contains a placeholder text "Organization Logo". Below this field, the member's status is listed as "Active", their member type as "Business", their organization as "Trantham Consulting LLC", and their email as "tranthamconsulting@gmail.com". An "Edit" button is visible next to the status information. On the right side of the page, there are sections for "Announcements" and "Upcoming Events".

7) Here you can also update your employee’s profiles. Click on the “Individual Profiles” to see your linked employees. It is important that you update each employee’s information, as we do list this in the



online directory.

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Member Profile, Member Profile View - MC Prof..., Home.
- Address Bar:** mowa.memberclicks.net/index.php?option=com\_community&view=profile&userid=2010704326&Itemid=0#yourorganization
- Header:** MOWA MINNESOTA ONSITE WASTEWATER ASSOCIATION logo and a Member Logout button.
- Navigation Menu:** Home, About, Membership, Events, Publications, Resources, Contact Us.
- My Profile Section:** A sub-menu with options: Profile, Change Profile Picture, Contact Preferences, Message History, Invoices, Submissions, Individual Profiles. Below this is a large grey box labeled "Organization Logo" which is highlighted with a red border and an orange arrow pointing to it.
- Member Information:**
  - Member Status:** Active (with an Edit button)
  - Member Type:** Business
  - Organization:** Trantham Consulting LLC
  - Email:** tranthamconsulting@gmail.com
- Announcements:**
  - Save the Dates!**
  - Summer Soils Seminar!
  - Attendance to both events required (online + one field session)
  - Friday, August 12, 2022  
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8:00 AM - 12:00 PM OR 1:00 - 5:00 PM CST
  - More information coming soon!
- Upcoming Events:** Fri Aug 12, 2022

8) Here you will see a list of members linked to your organization.

- You can “unlink” them if they no longer work for your organization.
- You can “Create Linked Profile” if you have a new employee or someone not listed under your membership that you want listed. NOTE: Separate email addresses for each person is helpful.

Click on the member’s name to edit their information just as you did from steps 3-4.

The screenshot shows the MOWA website interface. At the top, there is a navigation menu with links for Home, About, Membership, Events, Publications, Resources, and Contact Us. Below the menu, the 'My Profile' section is active, displaying a 'Create Linked Profile' button. A table lists linked members with columns for Contact Name, Key Contact status, Member Type, and an Unlink button. The table contains two entries: Binx Trantham (Key Contact: OFF) and Tammy Trantham (Key Contact: ON). To the right, an 'Announcements' section lists upcoming events: a webinar on Friday, August 12, 2022, and a field day on Thursday, August 18, 2022.

Contact Name	Key Contact	Member Type	Unlink
Binx Trantham	OFF	Business Contact	Unlink
Tammy Trantham	ON	Business Contact	Unlink

Thank you for taking the time to update your profile. We truly appreciate it!

Contact MOWA with any questions.

Email: [mowaexec@gmail.com](mailto:mowaexec@gmail.com)

Phone: 612.361.9629