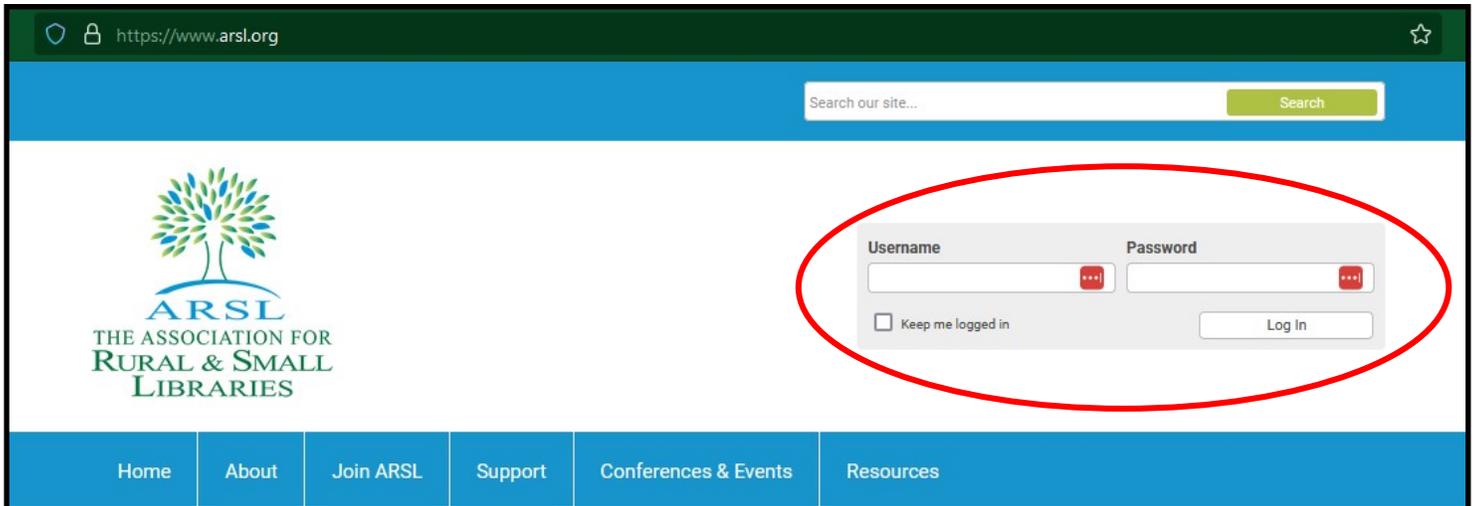


# Updating Your E-List Subscriptions

1. On the ARSL homepage (<https://www.arsl.org>) enter your ARSL Username and Password to log in to your member profile. Except in rare circumstances your Username will be the email address you used to establish your ARSL membership.

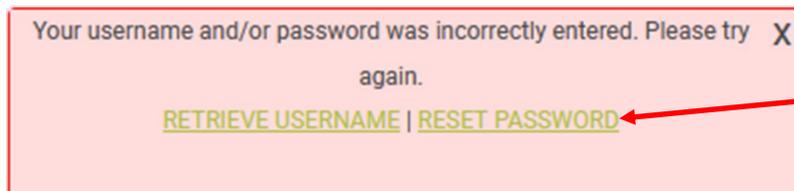


The screenshot shows the ARSL homepage with a search bar at the top right. The ARSL logo is on the left. The login form is highlighted with a red oval and contains the following elements:

- Username field with a red eye icon to toggle visibility.
- Password field with a red eye icon to toggle visibility.
- Keep me logged in
- Log In button

Below the login form is a navigation menu with links: Home, About, Join ARSL, Support, Conferences & Events, and Resources.

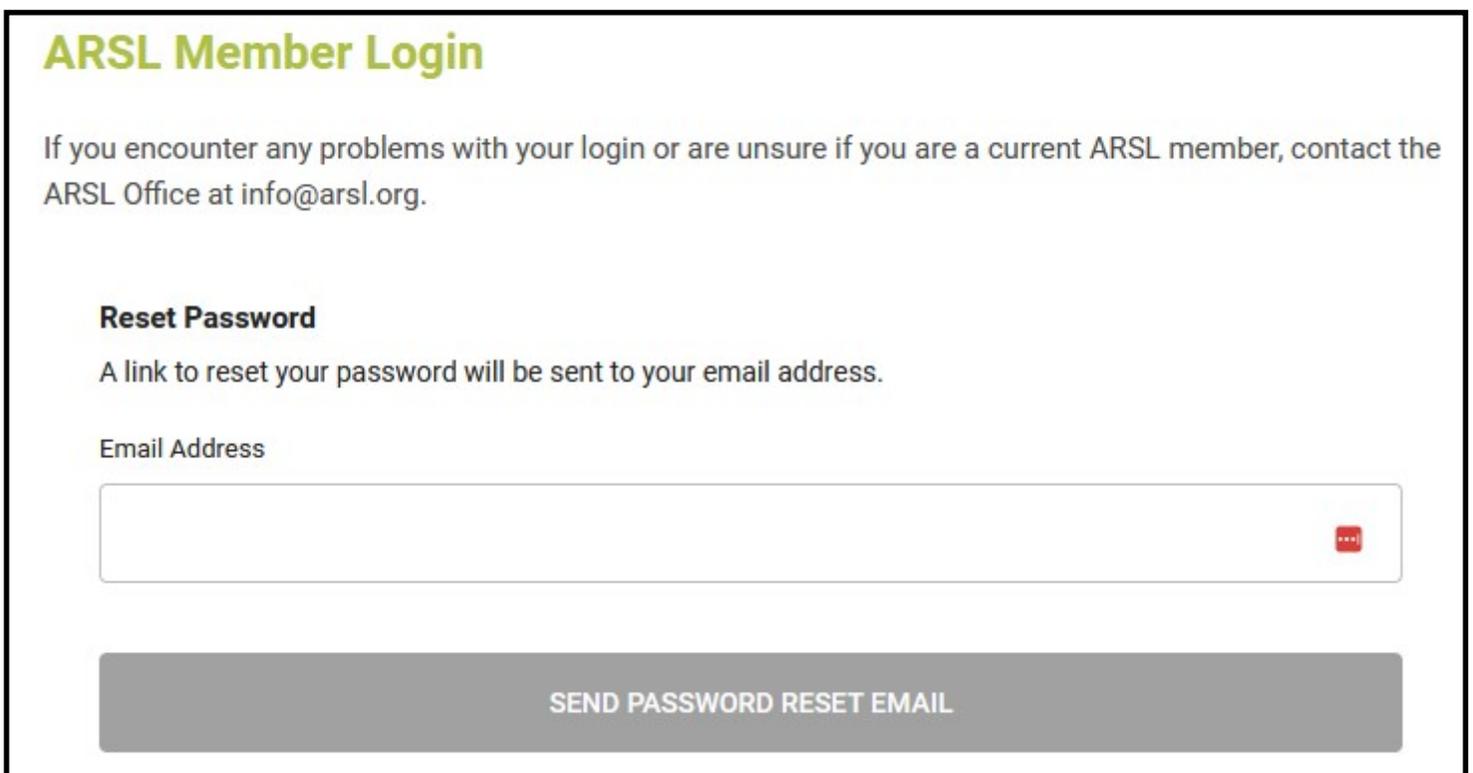
2. If you are unsure of your password, you can click the Log In button without entering anything in the Username or Password fields to access the Reset Password link. This link will also appear if you enter your password incorrectly. Click it to initiate the password reset process.



Your username and/or password was incorrectly entered. Please try ✕ again.

[RETRIEVE USERNAME](#) | [RESET PASSWORD](#)

A red arrow points to the "RESET PASSWORD" link.



## ARSL Member Login

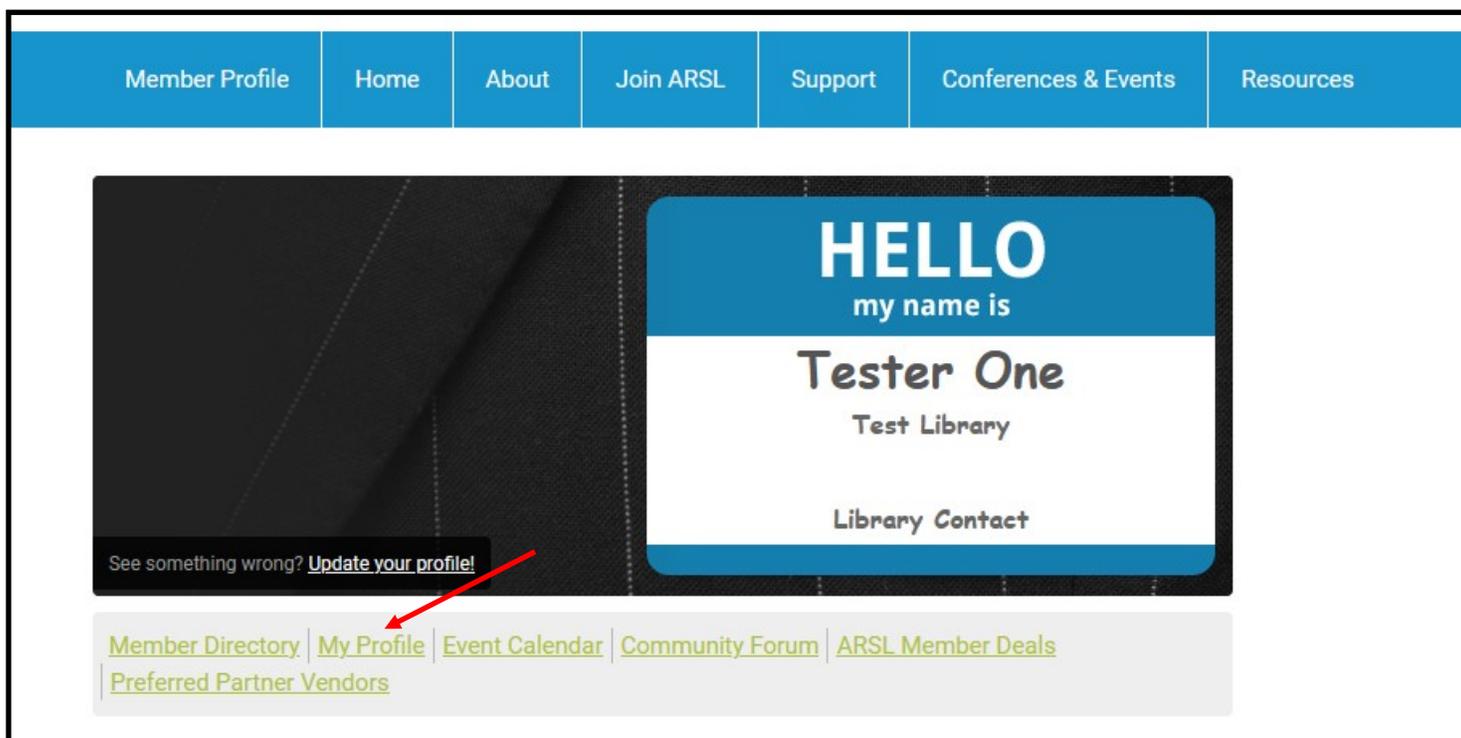
If you encounter any problems with your login or are unsure if you are a current ARSL member, contact the ARSL Office at [info@arsl.org](mailto:info@arsl.org).

### Reset Password

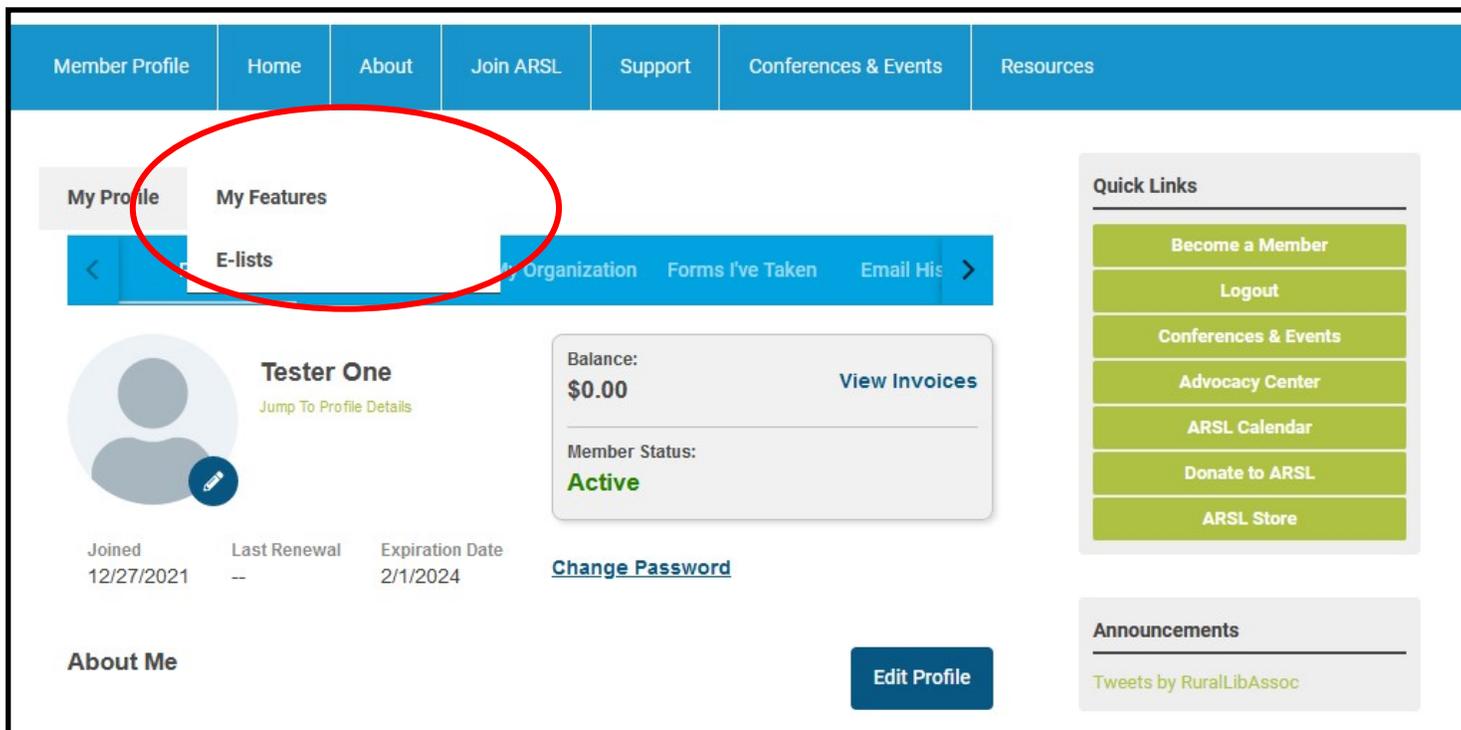
A link to reset your password will be sent to your email address.

Email Address

3. On the member landing page, click the green “My Profile” link to access your member profile.



4. Mouse over the My Features button to open the Features dropdown menu, then click on the E-Lists button to access your E-Lists.



5. Use the interactive toggle switches to modify your subscription and delivery preferences for all available e-lists from the main e-list page. The status of a toggle switch will be indicated by the color displayed next to the switch (green for ON or gray for OFF) as well as by the text displayed next to the switch (ON or OFF).

Toggle the “Subscribed” switch to subscribe to or unsubscribe from any of the available lists. You must be subscribed to a list to send messages to the list or receive list messages to your personal email inbox. You can still view the message archive for your available e-lists without being actively subscribed.

Toggle the “Email Delivery” switch to start or stop delivery of list messages to your email inbox. This will allow you to read and reply to list messages without logging in to your member profile. You can always access and reply to list messages of your available e-lists through your member profile, even if you turn off email delivery.

Member Profile Home About Join ARSL Support Conferences & Events Resources

My Profile My Features

Subscription and Email Delivery for this user's available lists are all toggled OFF.

E-list Name	Subscribed	Email Delivery
ARSL	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF
Members	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF

5 Per Page of 2 Page 1 of 1 First Previous Next Last

Member Profile Home About Join ARSL Support Conferences & Events Resources

My Profile My Features

Subscription and Email Delivery for the Members list are now toggled ON. This user will receive Members list messages to their personal email inbox, and can reply to them through email or their member profile.

E-list Name	Subscribed	Email Delivery
ARSL	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF
Members	<input checked="" type="checkbox"/> ON	<input checked="" type="checkbox"/> ON

5 Per Page of 2 Page 1 of 1 First Previous Next Last