Troubleshooting Making Changes to Your Contact Information

Below are some tips for changing your contact information in the My ASRM portal. If you continue to have trouble updating your contact information, please contact ASRM Member Services at membership@asrm.org or (205) 978-5000.

Changing Your Name or Credentials

To change your name or credentials, go to My Account > About Me and click Edit beside Name. From here, you can change your name and degrees. Note that you will not be able to change your name from My Addresses.
Changing Your Phone Number

For phone number changes, click on Contact Information. If it’s a non-U.S. number, you will need to select the correct country in order to put it in the proper format.
Changing Your Address

If you want to make changes to an address that’s grayed out, it is likely because your company name is linked to an actual company record in our system. To reinforce system integrity, the system will not let you change the company address from your own record.

By clicking the “Change” link next to the Company Name line, you can type in a new company, which the database will try to match to a different company record in the database. If no record is found, or you click “None of the Above” in the company list that comes up, then your address won’t be tied to a company record, and you can change the address.
If you don’t want your address tied to your company record, click “None of the Above”.

Select Company

- ASRM 1200 Montgomery Hwy Vestavia, 35216-2009
- ASRM Corporate Member Council 1200 Montgomery Hwy Vestavia, 35216-2009
- None of the Above

Continue
**To Change Your Address Type**

Once an address is saved as “Home”, “Work”, etc. the system will not allow changes to this field. The easiest way to make this change is to click “Add Address” and re-enter your address with the proper designation. You can then delete the other address. Note that if an address is designated as the “Main Address”, it cannot be deleted. You must make the new address the main address.

![Addresses](image-url)
Addresses

Add Address

* Required
* Country: United States of America
* Address Type: Home
* Full Name: Ivy Frasier, M.D., B.A.
* Address Line 1:
* Address Line 2:
* Address Line 3:
* City:
* State: Alabama
* Zip Code:

- Make this my Main Address
- Include in Member Directory (ASRM Members Only)

Save  Cancel