Navigating My Profile

Paying Invoices

- Select **My Profile**
- Click on **Invoices**
- Use a credit card to make your payment, and a confirmation email will be sent to you shortly after your transaction

View Your Completed Forms

- Select **My Profile**
- Click on **Forms I've Taken**
- All forms and applications you have completed and submitted are stored here
- Click on the grey button containing three (3) dots
- Click on **View** to read your completed form
- If the form has an outstanding invoice, click on **Pay** to make payment

View Your Email History

- Select **My Profile**
- Click on **Email History**
- All email messages that have been sent to you by OSAP are stored here
- Click the email subject or the **VIEW** button to read the email

Update Your Contact Preferences

- Select **My Profile**
- Click on **Settings**
- You can manage your contact preferences here. *Please note OSAP members will not receive InfoBites if you choose the option to no longer receive email updates.*

Update Your Profile

- Select **My Profile**
- Here you can update your profile information such as email address, phone number, address, and username by selecting the **Edit Profile** button
- After updating your profile, be sure to click the **Save Profile** button

Update Your Password

- Select **My Profile**
- Click on **Change Password**
- There you can update your password for future login

Have questions or need assistance? Email office@osap.org or call +1 (410) 571-0003.