How to Create and Update Your CCAL Directory and CAI Exchange Profile

1. Visit https://exchange.caionline.org/network/ccal-directory

2. Select "Sign In" at the top right-hand corner of the webpage.
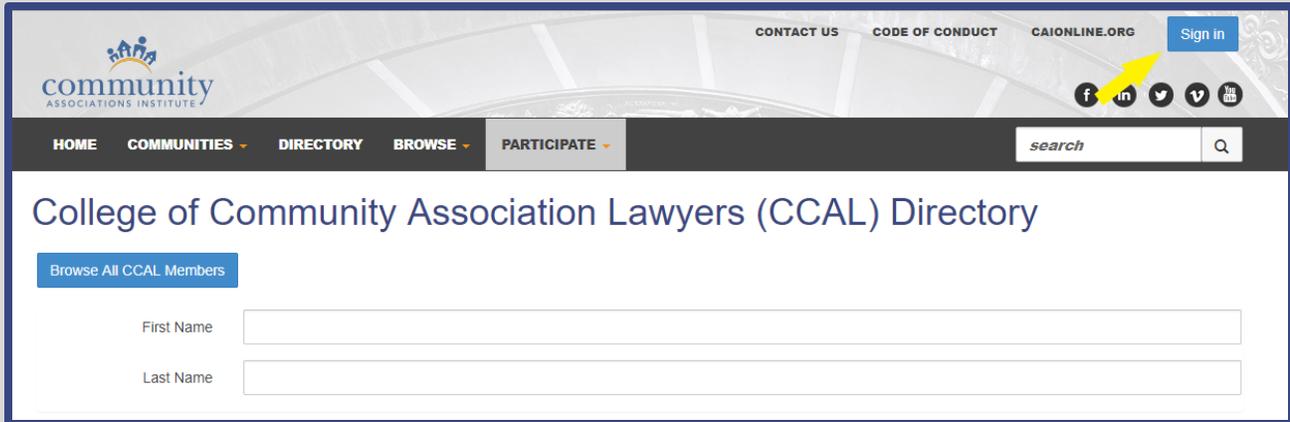
3. Log in using your CAI credentials, if you are unsure of your log in, use the "Forgot your Password?" feature or contact our member service center at (888) 224-4321.
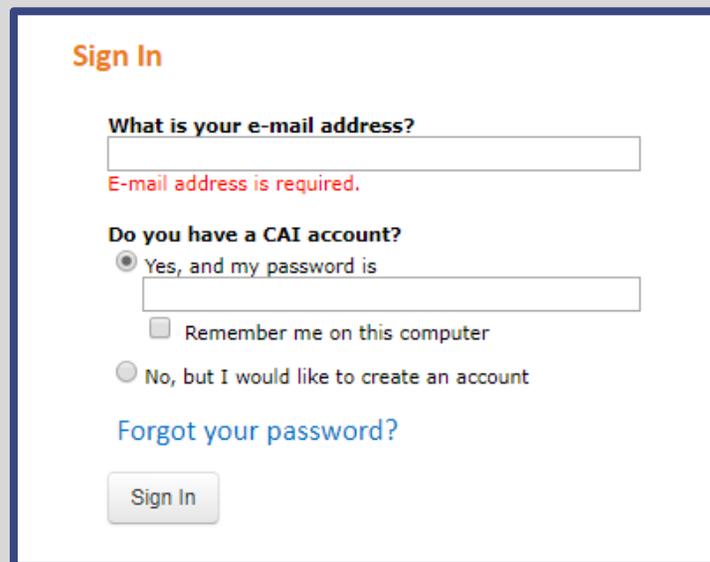
4. Click the photo Icon (or your picture if already added) to access your profile.

5. Once you've reached your profile, the easiest way to update your information is to import your Linkedin profile if you have one. After you select "Import Your Info" You will be prompted to sign in to your Linkedin account and then select the information you would like to import.

6. If you don't have a Linkedin profile to import, you can add the information you would like to feature on your profile by selecting the green add buttons.

7. To add or change your picture, select the "Actions" button and then the "Change Picture" button. You will then have the option to upload a photo from your computer or various social media and photo sharing platforms.
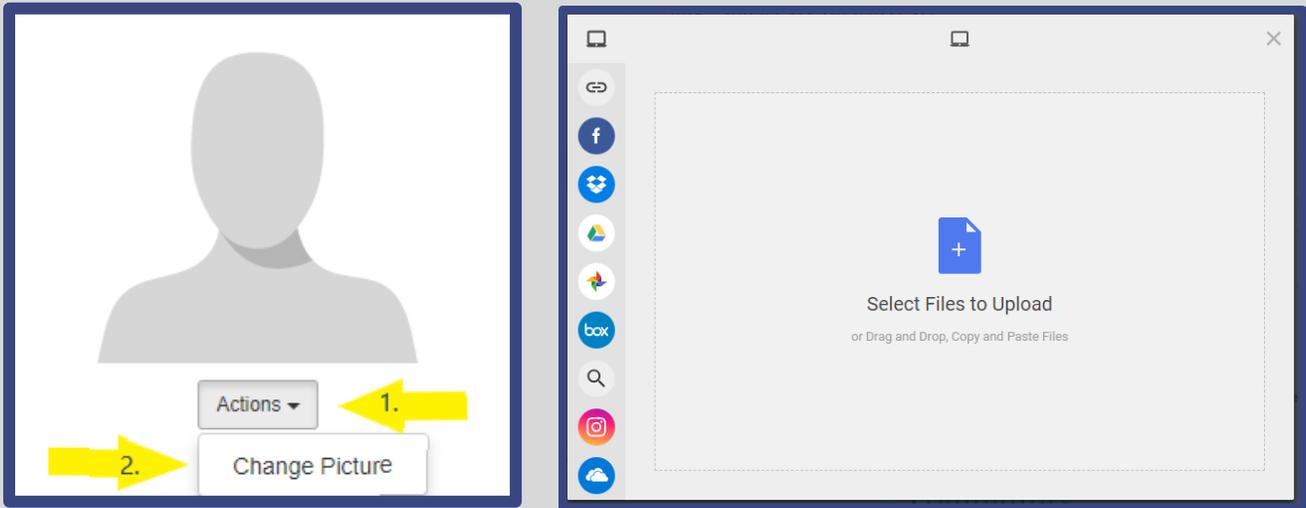
8. Get Social! To add links to your social networks, click on the "Actions" drop down menu. Select the network you would like to link, you will then be prompted to either log into your account or provide a link to your profile depending on the social network.
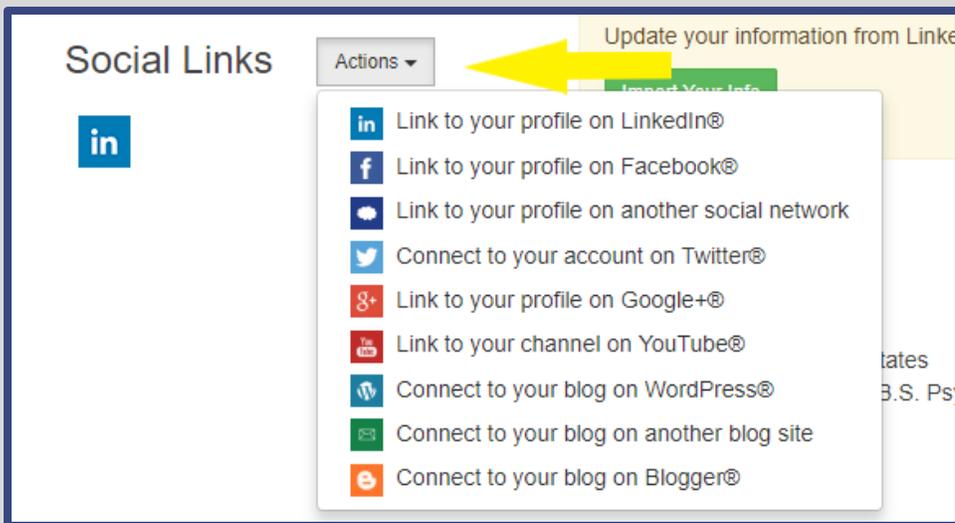
9. To access your privacy settings, click the "My Account" drop down menu and then select "Privacy Settings."
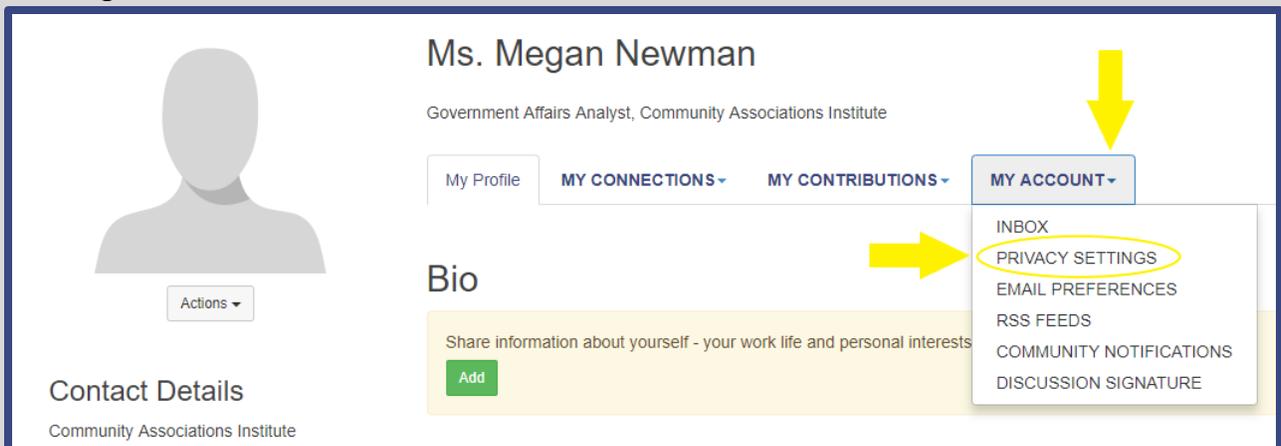
10. Review your profile's privacy settings. You need to opt in to be included in the directory (highlighted below). **You also need to make your "City, State, Zip" and "State Bar Admission" public** so that the CCAL search features can find you. Make sure to save any changes made to your privacy settings by clicking "**Save Changes**" at the bottom of the webpage.
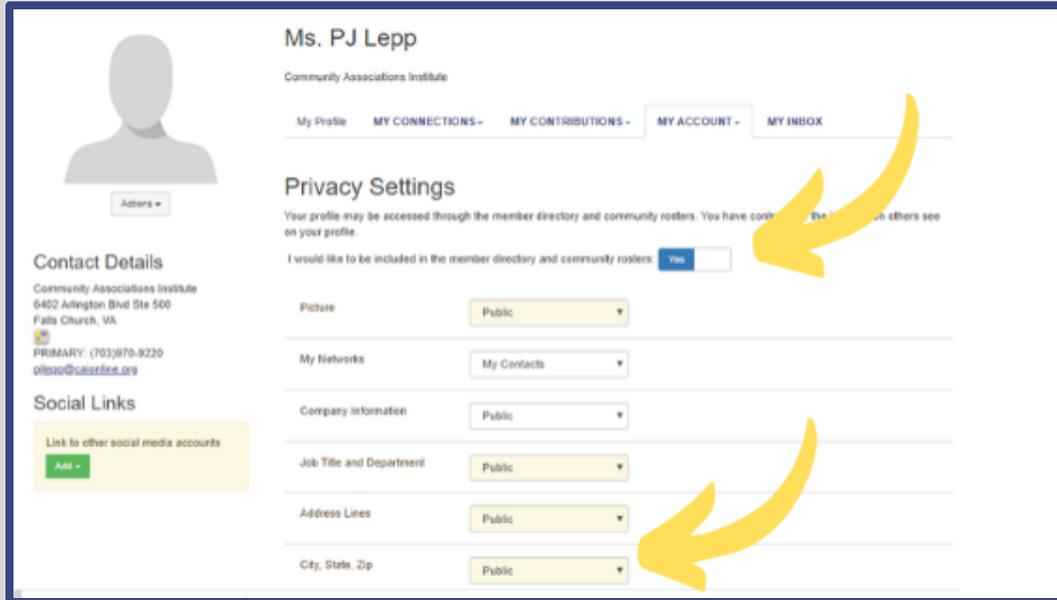
11. Link to your profile. To get the link to your CCAL profile for your firm website, e-mail signature or other uses
    a. Return to the home/search page: https://exchange.caionline.org/network/ccal-directory.
    b. Search for yourself and go to your profile.
    c. Select your URL and copy it to the link on your website or email signature.

12. Any questions? Contact us at government@caionline.org or the member service center at (888)224-4321.