



# THE STATE BAR OF CALIFORNIA

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## INSTRUCTIONS FOR SETTING UP A STATE BAR ONLINE MEMBER PROFILE AND UPDATING YOUR EMAIL ADDRESS & SUBSCRIBING TO SPECIFIC DISTRIBUTIONS LISTS

### Setting Up Your Profile

Go to [www.calbar.ca.gov/members](http://www.calbar.ca.gov/members). Scroll down to the area entitled “New Users”, click on REGISTER NOW, and follow instructions. You will need an access code which appeared on your State Bar dues bill. If you do not have a copy of your dues bill handy, simply send an email (containing your name and State Bar member #) to: [billing@calbar.ca.gov](mailto:billing@calbar.ca.gov).

Once you have set up your Profile, you will have a *password*.

To access your Profile in the future, go to [www.calbar.ca.gov](http://www.calbar.ca.gov) (the State Bar home page). On the left side of the home page, enter your State Bar member # and password in the two white boxes. You will be taken immediately to your Profile where you can update your email address and also access the private “Member Only” area of your Section’s website.

### Updating Your Email Address & Subscribing to Distribution Lists

Click on the SECOND link under **Membership Record** entitled “*Change my email addresses and list subscriptions*”.

#### 1. Changing your email address

You will see 2 boxes (one for your public email address, which is optional; and a second for your private email address, which is required). *Your private email address is the address used for all of the electronic distribution lists to which you subscribe, and will be used **only** for State Bar communications.* Make sure that this address is kept current and accurate, or you may miss important communications about your Section.

#### 2. Changing your email list preferences

Below the email address area, you will see a category entitled “Email List Subscriptions” and you will see the names of the lists to which you may subscribe. You can both subscribe and unsubscribe by clicking on the radio buttons to the left of each list name.