



Burlington County Bar Association Member Directory

Directions for Setting Up Your Member Directory Profile

1. Access the directory by going to <http://burlicobar.org/member-directory/>
2. Click the link on the page which will redirect you to the Member Directory log-in page.
3. Click "I Need to Claim My Account".
4. Enter your first or last name, or firm name, and click the binoculars.
5. A series of names should appear. Select your name.
6. Confirm your account by entering your email address and zip code.
7. You should see a message that your account has been activated and be provided with your user name and password. You can now go to the log-in page and log-in to start creating and editing your profile (see additional directions below), as well as browsing the profiles of the BCBA's entire membership!

Creating and/or Editing Your Profile

1. Please note that a preliminary profile has been created for every Burlington County Bar member based on information in our database. Most people will have only basic information such as name, address, phone and email. Lawyer Referral Service (LRS) members will also have practice areas based on your selected panels on the LRS. ALL information can be edited as you see fit.
2. To update your profile use the navigation at the top of the page and select "My Profile".
3. Click "Edit My Profile" to begin editing.
4. You can now edit your firm name, address, phone, fax, email and password; add or remove practice areas, write a brief bio, or upload a headshot (link for uploading a profile picture is at the bottom of the page). You can even add links to your LinkedIn, Facebook and Twitter profiles.
5. After making any changes to your profile, click "Submit" at the bottom of the page.
6. **Please note** that if you change your firm affiliation or contact information (address, phone, or email) it is not sufficient to only update this information online – you must still contact Bar Headquarters at 609.261.4542 to let the staff know of these changes!
7. Enjoy!

If, at any time, you have difficulty, feel free to contact Bar Headquarters at 609.261.4542.