**AuxDirectory/AuxOfficer: Search Auxiliary Member Contacts / Update Personal Information**

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The following instructions will help you update your contact information (new email address information) on the Coast Guard Auxiliary’s AuxDirectory/AuxOfficer website:

1. Navigate your web-browser to: <http://www.coastguardchicago.com>. You will be directed to the Flotilla 39-4 District Web Site.
2. In the middle left-hand side of the screen you will see the MEMBER ZONE login prompts. Enter your numerical **Member ID** and **Password**;then click the **LOG IN** button:



1. Go to the **AUX MEMBERS** menu at the top of the screen and select the AUXILIARY DIRECTORY option:



1. You will be taken to the **AuxDirectory/AuxOfficer** URL at: <https://auxofficer.cgaux.org/auxoff/>
2. Login once again using your numerical **Member ID** and **Password** and click the “Log in to Auxiliary Directory” button:



1. Locate your directory entry:
	1. Enter your **Last Name** within the field entitled, “**Enter Last Name, Member #, Email or Phone #**”.
	2. Enter your Unit number within the “**Unit (e.g. 114-12-04)**” field: **095-39-04**
	3. Click the **SEARCH** button:



1. Click on your name within the Power Search Results window.



1. Scroll down below and click the “Correct the Above Information (7028 Webform)” button:



1. You will be taken to the “**Webform 7028 - Change of Member Information**” website. Update your email address and any other relevant contact information.
2. Click the “Submit Changes” button to update you contact information:



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