

CHANGE ORDER

NEWS AND INFORMATION FOR CSI CHICAGO MEMBERS

DECEMBER 2012

Congratulations to Members Celebrating December Anniversaries

Continuous Years as a Member

35 Mr. John F. Hartray, Jr., CSI, Nagle Hartray Danker Kagan Mckay Architects and Planners LTD.; 29 Mr. Richard L. Levin, LEED AP, FCSI, CCS, Kahler Slater Architects, Inc.; 26 Mr. James V. Harbacek, CSI, Skidmore, Owings & Merrill LLP; 23 Mr. Albert J. Nickele, CSI, Member Emeritus, ; 22 Joseph E. Tomes, CSI, J.E. Tomes & Associates; 20 Julie A. Montrose, CSI, CDT, ; 19 Mr. John Spargo, CSI, The Spargo Group, Inc.; 15 Mr. Brad Meyer, CSI, Terrazzo & Marble Supply; 14 Mr. John B. Weber, CSI, John B. Weber Architects; 12 Mr. Steven T. Butts, CSI, ; 11 Mr. Arnold Germann, CSI, BMI Products of Northern Illinois, Inc.; 10 Mr. Dietmar Scheel, PE, CSI, Montgomery Watson Harza; 9 Ms. Kristin S. Henriksen, CSI, CDT, ; Susan A. Johnson, CSI, CCS, AIA, Muller & Muller, Ltd.; Mr Kim R. Clawson, CSI, CDT, AIA, Clawson Consultants; 7 Mr Howard Jancy, CSI, CDT, ; 2 Mr Reiner Arno Pligge, CSI, AIA, InSite Consulting Architects; 1 Mr. James L. Bauman, CSI, BA, Gerber Plumbing Fixtures LLC; Mr. Sebastian Sole, CSI, The Sherwin-Williams Company; Mr. Tom C. O'Brien, CSI-EP, Siplast, Inc.;

New Members Joining in October

Nathan Karaway, CSI, Illinois Brick Company

Member News

Kristy Rivera, CSI has been names as Midwest Market Manager of Calstar Products, a sustainable masonry product manufacturer. Kristy will be based in Chicago and has been effectively assisting the A&D community in providing solutions for the commercial built environment for over 15 years.

Calstar is based in Racine, Wisconsin and features a product that creates 84% less Cow, uses 81% less energy to produce and has 37% recycled content.

Kristy, an 11-year CSI member, will team with current Midwest Market Manager John McKevitt. Contact info: krivera@calstarproducts.com. www.calstarproducts.com

Upcoming Chapter Events

Thursday, December 6, 2012
Chicago Chapter Holiday Party & Benefit
The Markethouse Restaurant





Celebrate the season with CSI and help make a difference for those in our community. This annual gathering of colleagues and guests is always a spirited event with a benefit for the Greater Chicago Food Depository. Your donation of a raffle item and purchase of a benefit ticket adds to the impact the chapter can make during this holiday season.

The Markethouse restaurant in the Streeterville area has reserved the Rotunda area for our gathering. There will be appetizers and a cash bar with an impressive wine and beer list and signature cocktails. This great, vibrant restaurant celebrates flavors and dishes from America's heartland and the atmosphere evokes a rustic

conferencing is available and

rural feel with wood and earthy colors throughout.



Benefit donations needed! Even if you can't attend, please consider donating a raffle item or buying a raffle ticket to benefit the Food Depository. Nearly 500,000 people each year rely on emergency and supplemental food provided by this organization. In the past, items have included gift baskets, wine, restaurant and merchandise certificates, sports events, food, electronics and many creative surprises. We can also accept a cash donation and personally shop for an appropriate item. No matter the amount, any donation is appreciated and adds to the festive event. Let us know by December 1st if you would like to donate an item to be included on the poster & website.

Location: 611 North Fairbanks Court Chicago, IL 60611 (In the Doubletree Hotel)

Time: 5:30 PM – 7:30 PM

Cost: \$27 per member or nonmember

Raffle: \$5 per ticket 5/\$20

Questions: 847-382-1924 Chicagocsi@aol.com

Register Online>>

Friday, December 14, 2012, Specifier Roundtable

"Lessons Learned"

Attendees are asked to share a recent specification lessons learned.

Moderator: John Birazzi, Booth Hansen

Time: 12 N - 1 PM,

Location: Goettsch Partners, 224 S. Michigan Ave, 17th Floor.

Continuing Education: 1.0 AIA LU/HSW

Reservations: Chicagocsi@aol.com. Required and limited. Web

call-in instructions will sent 3 days prior to the roundtable. Complimentary to members. Non members requesting to attend will be added to a waiting list until members are accommodated. Notification of available nonmember spaces is

sent two business days in advance.

About CSI Specifier Roundtables: Over the years, CSI specifier roundtables enabled specifiers and architects involved in spec writing an opportunity to share ideas and discuss issues that affect them. After a hiatus, these small sessions are back. Experienced and new specifiers will benefit by the sharing of knowledge and resources these discussions will provide

Tuesday, January 9, 2012 Technical Roundtable

Working with a Geotechnical Engineer

Noon -1pm, Location TBD

Details to be emailed and posted on www.chicago.csinet.org

Tuesday, January 15 Industry Roundtable

Microsoft PowerPoint Training Workshop

Noon - 1 PM, Hafele

Does it take you too long to create a PowerPoint presentation? Do you want to know how to make revisions to an existing presentation quickly and easily? Steve Turner of Turner Time Management will demonstrate some ways you can leverage

your PowerPoint app to produce/modify presentation quickly and professionally. These skills will benefit manufacturer representatives, architects and other construction professionals in their presentations to clients, owners, and beyond.

Tuesday, January 22, 2012 Chapter Meeting & Program "History of Chicago's Building Foundations"



Presenters: Clyde J. Baker and Tony A. Kiefer

Chicago has a storied history in the architecture, design, and construction of high-rise buildings. This history is no less storied for the foundation innovations that made these buildings possible. For over 100 years, Chicago has served as a full-scale geotechnical laboratory where foundation designs have been put to the test, and this tradition of innovation continues to the present. Mr. Kiefer, P.E. (AECOM) and Mr. Baker will explain how foundations were constructed and tested 100 years ago and then address the latest innovations in full-scale caisson load testing, including Osterberg load cells and dynamic load

Continuing Education: 1.0 AIA LU/ HSW/SD

Time: 5:00 – 5:30 Registration, tabletops, cash bar; 5:30 – 6:30 Program; 6:30 – 7:30 Program

Location: Union League Club, 65 W. Jackson, Chicago Map>>

Cost: Members: Complimentary, Non members \$45

Registration: Due by January 15. (Members and guests, use the button below to register



Dress: Business casual. No jeans or logo jackets. Coats, jackets and other outdoor clothing are to be checked or placed in one of the free first floor coatrooms before proceeding to the meeting room

Parking: Self Parking available at the garage on the northwest corner of Federal and Van Buren. Special rates are available for guests whose tickets are validated at the Front Desk.

Weekdays 4:00 p.m. to 2:00 a.m.: \$10; Valet 0-4 Hours: \$29

Meeting cancellation policy. Members or nonmembers who are no-shows or cancel after Thursday 5PM are responsible for \$45 fee if spot cannot be filled.

About the presenters:



Clyde N. Baker, Jr.

Mr. Baker graduated with a B.S. Degree in Physics from William and Mary College in Virginia and received both a B.S. and M.S. in Civil Engineering from M.I.T. Over the past 58 years he has served as the geotechnical engineer or foundation consultant on most of the high rise buildings in Chicago and eight of the twenty tallest building in the world, including the Petronas Towers in Malaysia and Burj Khalifa in Dubai. He is the recipient of many awards including the ENR Engineer of the Year Award in 2008, the ASCE 2009 Opal Design Award and the prestigious Terzaghi Lecture in 2009.

Tony Kiefer, Principle AECOM

Mr. Kiefer received his Bachelor's and Master's Degrees in Structural and Geotechnical Engineering at the University of Illinois-Chicago. He has over 26 years experience in subsurface exploration, seismic analysis and deep foundations. As a Principal at AECOM in Vernon Hills, Illinois, Mr. Kiefer has been the geotechnical engineer of record for more than 50 high-rise building projects constructed on deep foundations in Chicago. These projects have included the proposed 112-story, 7 South Dearborn project, the 89-story Waterview Tower, the 67-story One Museum Park Tower, the McCormick Place Hotel and West Hall Expansion, and the expansive

Central Station Development of more than 20 high-rises. He has been a consultant for deep foundation projects in Florida, Missouri, New York, California, Nevada, Poland, Russia, China, Korea, the Caribbean and the Middle East.

Mr. Kiefer is a member of the American Society of Civil Engineers, Chicago Committee on High Rise Buildings, the Deep Foundations Institute and the Council of Tall Buildings and Urban Habitat.

Members & Guests Learn about the Passive House Initiative at the November 13 Chapter Meeting.



Tom Bassett-Dilley, AIA, co-president of the Chicago Chapter of the Passive House Alliance enlighted attendees on the world's most rigorous energy standard. He explained how it delivers quality-assured, cost-effective buildings with great indoor air quality and comfort. Tom provided an overview of the history and logic of the Passive House Standard, use of the Passive House Planning Package energy balance software, and the building science, techniques, and economics of building and retrofitting to the Passive House standard.

Thank you tabletop presenters
Jacob Carr, CSI, CDT, Crane Composites
James Lucas, JN Lucas & Assoc, Inc

Sam Savides, Wojan Windows & Doors Bill Zientarski, SaftiFIRST

Registration for the Chicago Chapter CDT Certification Classes Is Now Open!

Classes run January 14 - March 18, Mondays, 5:30 PM - 8:00 PM Hafele, 154 W. Hubbard, Chicago Registration is limited

If you missed the fall exams, the next window is coming sooner than you think. The CDT, CCCA, CCS, and CCPR exams will be given in April 2013 at Prometric testing sites, and now is the time to move yourself to the next level.

The CDT Study Class prepares attendees for the CDT exam given in April 2013. As well as an invaluable tool for success in this exam, the study class is well known in the design & construction industry for the knowledge the architect/engineer (A/E), contractor, owner, and the myriad of consultants, suppliers and sub-contractors need to work together within boundaries of construction documents to create a successful project.

Individuals, who prepare, interpret, enforce, or manage construction documents or portions of the work they describe will find the CDT Study Class is a great place to get a handle on the ebb and flow of the information, which in many ways determines the success of the project.

15.0 AIA/LU/HSW attending 8 of 10 classes

*Cost: CSI Chicago and Northern IL Members: \$125 Non members: \$225 Project Delivery Guide (Pre ordered) Members: \$75 Non members: \$90

More information and registration>> Sponsor a certification class>>

Registration for the Study Class

Print the <u>online form>></u> and send with check to Chicago CSI, 330 N Valley Road, Barrington, IL 60010 Register online>> and pay by credit card

*Exam registration and study materials are additional. Information can be found on the Chicago Chapter Website>>

Spring 2013 Exam Schedule:

Open Registration:

Early Bird Registration Closes:

Close Registration:

Exam Window:

December 03, 2012

January 31, 2013

February 28, 2013

April 1 - 27, 2013

	Member before 1/31	Member after 1/31	Non member before 1/31	Non Member after 1/31
CDT Exam	\$240	\$345	\$375	\$435
CCS, CCCA, CCPR Exams	\$280	\$345	\$415	\$480

Through CSI's Certification Program, you can develop a conceptual understanding of the entire construction process and concrete skills in:

- * Construction documentation development and administration
- Specification writing and enforcement
- * Product research and sourcing
- * Communication with the design and contracting teams

Learn more about Certification Credentials>>

If you are planning to be a candidate for the CDT certification exam or if you're just interested in learning more about CSI's new Project Delivery Practice Guide, contact Alan Itzkowitz, Certification Chair, at certification.chicago@gmail.com

Can You Share Your Conference Room For a CSI Roundtable?

The Chicago Chapter provides many small group continuing education events for its members throughout the year. Can you offer conference room space for one or more of these lunch time events? We are in need of space to accommodate 15 – 25 attendee for these lunch time discussions. No food or beverage—just a table and chairs. As well as helping the chapter, this qualifies for an in kind donation, and your company will be recognized as a sponsor in all email newsletters.

This can be on a one-time basis or more, depending upon logistics. If you can help, contact Cathy Beazley, Chicagocsi@aol.com.

CSI Chicago Chapter Is 60!!

The chapter was founded in 1953—the second CSI local chapter to be chartered. Pete Kovacik, chair of the 60th anniversary committee, is looking for volunteers to help make this event special. Contact Pete at pete@alpolic.com or 757-286-1000

Chapter Volunteers Needed

Graphics Assistant Help create website ads for the chapter and sponsors. Assist with newsletter formatting & graphics.

Roundtables Assist either technical roundtable chair or industry roundtable chair on topics.

Public Relations Chair & Committee Notifiy professional organizations of CSI Events. Submit information about CSI members and events to media.

Membership co-chair Welcome new members by email and/or phone. Invite new members to meetings. Assist chair in membership recognition and mentoring of new members. You will be supplied with all the verbage

Membership (Emerging Professional Focus) With the new bylaw change creating a new membership classification for Members who have less than three years experience in the Industry, there is need for a chapter member to help develop programs and incentives to join CSI. Will work with membership committee

Certification Reporter for Newsletter. Help needed with the newsletter section called "Are you smarter than a CDT?" A list of sample exam questions are available, and volunteer would be in charge of selecting 4 questions each month, putting in a Word Document, and submitting to chapter for publication each month

Newsletter Reporter

Provide a short recap of a chapter meeting, roundtable, event to be published in the newsletter. No eperience necessary. As many or few reports as desired.

Your advertising here! Email ChicagoCSI@aol.com for rates.



Upcoming Events:

Friday, Jan. 4

Specifier Roundtable: Topic TBD

Noon - 1 PM Goettsch Partners or by Webcast

Wed., Jan. 9

Technical Roundtable: Working with a Geotechnical Enaineer

Noon - 1 PM Location TBD

Tues., Jan. 15

Industry Roundtable: Microsoft PowerPoint Training Workshop

Noon - 1 PM Hafele

Tues. , Jan. 22

Chapter Meeting: History of Chicago

Building Foundations

5 PM Union League Club

Tues. Feb. 26

Building Envelope Event: Steve Easley

7:30 - 10 AM Magianos, Chicago

5:30 PM - 8:30 Meridian Banquets in Rolling

Meadows

Institute Insight

2013 CSI Academies, February 7-9, Charlotte, NC

Register now!

For more than 60 years, CSI has focused on improving construction communication between architects, specifiers, contractors, product reps and others to save money, time and stress for all the parties. The CSI Academies teach construction industry skills that can improve your performance. The Academies:

- Instill confidence by teaching you the roles and responsibilities of all the construction teams, and how they should interact (and what to do when they don't!)
- Improve your marketability and productivity today with skills and information you can use immediately

The CSI Academies include three tracks:

- Product Representative Academy (PRA)
- Construction Specifier Academy (CSA)
- Contract Administrator Academy (CAA)

See a list of sessions and speakers.

CSI's Compliant Document Review Program

Today's designers are flooded with information. They struggle to understand and meet the challenges presented by technology, codes, and the demands of owners. Good guide specifications save time, reduce the number of change orders, and improve the accuracy of the specifications that make it into the project manual.

Design professionals favor manufacturers who provide guide specifications in a uniform, organized manner that accurately describes products, assemblies and systems. For more than 60 years, CSI's standard and formats have brought this kind of order to project information.

You need quality specifications. CSI is here to help.

CSI's <u>Compliant Document Review Program</u> establishes that the product guide specifications bearing the Compliant Document Review Program logo are presented professionally and formatted in a standard and accepted fashion, lightening the workload for busy designers. Only guide specifications that adhere to the principles set forth in CSI's published formats, best practices, and guidelines obtain this stamp of approval.

Our reviewers will determine if a company's guide specifications are organized and structured correctly, and if they properly apply CSI's standards and formats. If they do, the company will be able to add the Compliant Document Review Program logo to its guide specifications, and show designers that the information offered will save them time and effort.

The program does not verify the technical merits of a product or its suitability to the demands of any given project. The CDR logo does show that the specification information is formatted to make the designer's job easier.

Learn more or see CDR Approved Specifications.

Questions? Email CDR@csinet.org.

CSI On-Demand Webinars

CSI On-Demand Webinars are educational sessions that provide convenient, quality learning at an affordable price – you will be able to see materials, hear an instructor and earn continuing education credit. Courses qualify for CSI Professional Development Hours (PDHs) and AIA Continuing Education Hours (CEHs). Check the course descriptions for details.

On-Demand Webinars are designed with the individual in mind and as such only a single person may take the quiz and obtain continuing education credit. The cost per webinar is \$55 for CSI members, or \$75 for non-members.

CSI on YouTube

CSI's YouTube Channel offers more than 112 hours of free CSI Education Programming. Videos include content for:

- Certification, Education and Professional Training
- BIM Practice Group
- Contract Administration Practice Group
- Specifiying Practice Group
- Sustainability Practice Group

CSI Practice Guides

The CSI Practice Guides are a library of comprehensive references specifically and carefully designed for the construction professional. Each book examines important concepts and best practices integral to a particular aspect of the construction process. Each guide serves as a foundation to help you prepare for a CSI Certification Program exam.

CSI Construction Project Delivery Practice Guide

The CSI Project Delivery Practice Guide offers general information all construction professionals need for understanding their roles into the delivery of a construction project. Key principles are isolated and discussed in detail to allow the reader to take full advantage of material covered in depth by the more specialized CSI Practice Guides. If you can own only one Practice Guide, this is the one to get. The Project Delivery Practice Guide also serves as the pivotal starting point for understanding CSI's core values, as well as a useful study aid for those wishing to obtain the Construction Documents Technologist (CDT) certificate. Learn more, or purchase.

CSI Construction Contract Administration Practice Guide

The CSI Construction Contract Administration Practice Guide presents a thorough overview of standard contract documents and their use in successfully administering construction projects. Advice on effective communications, the terms and contents of standard agreements, project forms and their use for communications and documentations, and compliance with codes and regulations are among the subjects addressed. This is a must-have reference on construction contact administration--and the essential study aid for the Certified Construction Contract Administrator (CCCA) Exam. Learn more, or purchase.

CSI Construction Specifications Practice Guide

The CSI Construction Specifications Practice Guide is focused on the roles and responsibilities of the specifications professional in meeting the challenges of the changing world of construction. In this volume, guidelines on topics like writing quality construction specifications and product selection are meshed with the best practices for managing project information, work with Building Information Modeling (BIM) and Integrated Project Delivery, and writing sustainable design specifications. This is a must-have specifications writing reference--and essential study aid for the Certified Construction Specifier (CCS) Exam. Learn more, or purchase.

Refer a Colleague to CSI and Receive Another Membership to Give Away

Do you know of a colleague or prospective new member who is interested in CSI, but hasn't pulled the trigger. This is a great way to have two members of your firm join for the price of one.

CSI BOGO

Buy-One/Give-One Member Referral Campaign

You already know involvement in CSI is a good investment. Now you can share CSI with others who haven't yet experienced the benefits of membership. When you recruit one professional member who joins, CSI will provide you with one membership to GIVE to a potential new member.* You'll be able to sponsor another colleague in CSI, and make your network and chapter that much stronger.

How it works:

- •Recruit an individual to join as a professional member. Make sure they enter your name and member number under "Member Referral Information." (They need to have the right information about you!)
- •CSI will send you a membership to give to a potential new member. We will mail you a special membership certificate to give to someone who is not a CSI member, good for one full year of CSI membership.
- •The person to whom you give your gift will need to join by the deadline cited on the certificate.
- •All new memberships are for one year. Renewal fees will be at full price.
- •This offer cannot be applied to renewals including renewing your own membership.
- •Former members who left CSI more than two years ago are eligible to receive this gift.
- •Chapter dues are not covered by this offer.

With your help, we can recruit others in the industry to join our ever-growing community. For your help, CSI will also award you 25 CSI Bucks for purchasing CSI products or services.

How to look up your member number

Don't know your member number? To get credit for your recruiting efforts, the new member must put your member number on their membership form. Forgot your number? Look it up:

- ✓ 2.Click "Update Profile"
- √ 3.Find your number under "Supplementary Information"
- ✓ Contact CSI Member Services csi@csinet.org at 800-689-2900 if you have difficulty retrieving your Member Number
- ✓ Applicant must not have been a CSI member in the past 2 years
- ✓ Does not apply to Emerging Professional or student membership
- ✓ Is not good for renewals
- ✓ Completed application must be received by October 19
- ✓ Offer good on dues only

Membership Form>>

Join CSI Chicago on Facebook, Twitter and Linked In

Make sure to join the groups for continuous updates on CSI activities. Comments, suggestions, and participation in this endeavor can be directed to sconwell@imiweb.org

Facebook Just log into your Facebook account and search for "CSI Chicago." You will find a fan page and a group page. Please like the fan page by clicking on the thumbs-up icon. By doing so, CSI Chicago's posts will appear on your wall, so you will be among the first to know when there is a new event or program. If you don't want CSI's events to be posted on your



Facebook wall, you can still become a fan, then choose to hide our posts from your wall later. Because your status with CSI Chicago is "fan" (which is different than "friend"), CSI Chicago will not have access to any of your personal information or pictures you've posted unless you've made them publicly available in your personal privacy settings.

Twitter To follow us, just log into your Twitter account, click "Who to Follow," and in the search box type "@ChicagoCSI." If you follow us, we will follow you back. Don't be surprised if we retweet some of your posts to your fellow members.

LinkedIn Send us an invitation to connect from your LinkedIn account. The best way to do this is in the "Search People" search box, type "CSI Chicago." When you find us, click "add to network." You may be asked how you know CSI Chicago, which only takes a moment to check a few boxes; then send the invitation, and we'll be connected.

Scott Conwell, Social Media Chair AIA, ALA, CSI, CDT, LEED AP BD+C, International Masonry Institute 2140 W. Corporate Drive, Addison, Illinois 60101 phone 630.396.3144 direct 630.396.3106 sconwell@imiweb.org www.imiweb.org

Market Your Company With the CSI Chicago Chapter and Reap the Benefits

Advertise in this PDF newsletter for as low as \$450 for the entire year (12x rate for a business card)

- ✓ CSI Members are loyal and dedicated to our marketing sponsors
- ✓ There is something for every budget, and every contribution helps support the education mission of the the chapter. This newsletter accepts advertising in a variety of sizes with a year long price that is extremely economical. (Check out the business card ads in this issue)
- ✓ This electronic newsletter is sent to a list of 1300 which includes members and additional industry professionals who have subscribed.
- ✓ Website ads are also available and are viewed by thousands who click on our website.
- ✓ By advertising on the website, the newsletter, or sponsoring events, you are supporting the chapter and its
 mission to provide continuing education, increased knowledge, and networking opportunities with all members of
 the project team.
- ✓ There are numerous ways to become involved, increase your brand awareness and support the chapter's education goals. Whether an ad on the website, in the newsletter, or sponsorship of an event, certification class or golf outing, your help is welcome at any level. Based on your monetary committments, there are additional benefits for partners. For a list of opportunities, contact chicagocsi@aol.com.

Chapter Officers, Directors, Committee Heads FY 2013 (Though June 30, 2013)

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North Central Region Director

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Committees

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Membership

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Membership Committee

Nominating

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Mr. Pete Kovacik, CSI, CDT Pete.kovacik@gmail.com

Mr. Elias Saltz, CSI, LEED AP Eckenhoff Saunders Architects esaltz@esa-inc.com

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Mr. Dewain Peterson, CSI, CDT ASSA ABLOY Door Security Solutions dwpeterson@assaabloydss.com

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Sixtieth Anniversary Celebration

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Roundtable Industry Chair

Mr. Howard Jancy, CSI, CDT Custom Building Products hjancy@cbpmail.net

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Technical Committee

Mr. Lance Parker, RA, CSI

Ms. Mari Ciastko, CSI DORMA Group North America mciastko@dorma-usa.com

Mr. Larry Nordin, CSI, CCS, AIA Solomon Cordwell Buenz larry.nordin@scb.com

North Central Region Chapters

Chicago Chapter





HELP US STAY IN TOUCH WITH YOU!!!

HOW TO UPDATE YOUR ADDRESS ONLINE AT WWW.CSINET.ORG

1. Go to CSINet (www.csinet.org) and log in through the box on the right of the home page. You can also log in on any other page; look for the box on the left.

To log in, you'll need your CSINet username and password. If you are visiting for the first time, you can create a user name or must log in with:

Username: firstname@lastname (ie John@Smith)

Password: Your CSI Member ID number

Your Member ID can be found on your CSI membership card or above your name on the Construction Specifier mailing label

If you have already logged in to CSINet, use the Username and Password you've chosen. If you've forgotten them, just click "Forget your pass word?" and follow

the directions, or contact CSI Member Services at csi@csinet.org or (800) 689-2900.

- 2. Click "Modify your profile" in the Member Box (where the Login box used to be).
- 3. Click "Update your contact info." Your information will appear at the bottom of the page.
- 4. Click "Business" or "Home," depending on what information you want to modify.
- 5. Make changes in the boxes that appear on the screen, then click "Submit."

You can also contact CSI Member Services at csi@csinet.org or (800) 689-2900 to update your contact information, or if you have any other questions or problems.