



# Tell us how to find you!



It is your responsibility to make sure your contact information is current. There are a number of ways to update your contact information –pick whichever is easiest for you!

1. You can update your own information in **ACTRA's online Membership System** at [www.actra.ca](http://www.actra.ca). Click on the 'sign in' text under 'ACTRA Membership System' on the left side of the homepage. You will be taken to the Membership Systems page – scroll down to ACTRA Membership System section where you will find instructions on how to log in using your USERNAME and PASSWORD;
2. **Use this form** – fill it out and include it with your dues payment OR email your changes to [cnecheff@actra.ca](mailto:cnecheff@actra.ca);
3. **In person** at your Branch office;
4. **Your agent** can update your ACTRAonline.ca profile on your behalf if you provide them with your username and password.

**FORGOT YOUR PASSWORD?** Follow the steps outlined in point #1 above. Once you're on the login page for the ACTRA Membership System click on the 'Forgot Password?' link. You will be taken to the 'Recover Password' page where you will be instructed to input your ACTRA Member ID #, email address on file with ACTRA and birth date. Your login information will automatically be emailed to you. You can also get your password by contacting Scott Warren at (416) 489-1311 ext. 4911 or 1-800-387-3516.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

ACTRA member number: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

GST/HST: \_\_\_\_\_ TVQ: \_\_\_\_\_

### Where should we send your cheques and mail?

Mail to		Home	Primary Agent	Held by ACTRA
Cheque to	Direct Deposit	Home	Primary Agent	Held by ACTRA
PRS Cheque to	Direct Deposit	Home	Primary Agent	Held by ACTRA

Primary Agency: \_\_\_\_\_

Tel: \_\_\_\_\_ Agent \_\_\_\_\_

Secondary Agency \_\_\_\_\_

Tel: \_\_\_\_\_ Agent: \_\_\_\_\_

**Note:** By agreeing to re-direct cheques to the agency indicated on this form, ACTRA is not responsible or liable for those cheques once they have been sent pursuant to the re-direction. Further, ACTRA re-directs cheques as a courtesy to its members and is under no legal duty to re-direct cheques as requested. ACTRA reserves the right to cease re-directing cheques for any reason in which case cheques will be sent directly to the performer or will be available for pick-up at the performer's local ACTRA office.