


WATCHTOWER
Bible and Tract Society of New York, Inc.

Hospital Information Desk
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January 19, 2013

TO ALL HOSPITAL LIAISON COMMITTEES IN THE UNITED STATES BRANCH
TERRITORY

Re: Updating contact information displayed on the jw.org Web site

Dear Brothers:

This letter contains adjusted direction on updating your contact information that is displayed on the jw.org Web site. The letter dated February 17, 2010, to all bodies of elders instructed you to send any corrections of contact information promptly to the branch office. We would like to inform you that **each user is now responsible for maintaining the listing of his home telephone, mobile telephone, and e-mail address.** To adjust that information, go to the “My User Profile” option of the “Administration” tab, and select the “Change” option.

As shown in the attached diagram, the home telephone, mobile telephone, and e-mail address you enter in your user profile will now display in the “Search for Contacts” area of the “Lookup” tab for other elders to view. Thus, **it is essential to keep your profile up-to-date.**

Until now, the branch office has stored multiple mobile telephone numbers or e-mail addresses for some users. For example, you might notice in the “Search for Contacts” area that multiple mobile phone numbers or e-mail addresses may appear for some individuals. Now, however, it will not be possible to enter more than one of each type of contact information into your profile. As these changes go into effect in the near future, only one home telephone, one mobile telephone, and one e-mail address will appear for you in your profile.

For the time being, your postal address (which is required) and your work telephone number and fax number (which are both optional) will still have to be updated by our office, so please continue to send updates of these to us.

This letter has been added to the list of permanent policy letters. Please update the HLC *Index to Letters (hlc-4)* at this time.

Please be assured of our warm Christian love and best wishes.

Your brothers,


OF NEW YORK, INC.

Attachment

cc: Traveling overseers

My User Profile

Personal Information		Change	
Name	John Witness		
Date of Birth	Date of Baptism		
Gender	E-mail	johnwitness@gmail.com	
Telephone	123-456-7890	Mobile Telephone	987-654-3210

LOOKUP

Contact Search

Enter Search Information

Enter search criteria and click *Search* to view or filter results. The contact information you can view is determined by the branch office. You may not have permission to see all details.

Category	Congregation	Contact Type	All
Search for	<input type="text"/>	Search Within	My Congregation

Searching: My Congregation > Congregation > All >

Results: 2

Expand All Details Sort by Best Match

	New York NY (USA)	Secretary	John Witness
Postal	John Witness 124 Columbia Hts Brooklyn NY 11201-1600		
Circuit	NY-15-B		
		Mobile 987-654-3210	E-mail johnwitness@gmail.com
		Phone 123-456-7890	