1. Log into the MyWQA Member Portal and go to the "Organizations" tab
    (https://my.wqa.org/account/profile.aspx?tab=organizations)

2. Click "Manage" to edit your associated company or companies:*

    Manage
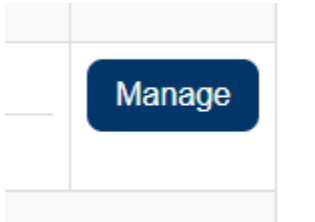
3. From the organization overview, select the "Account" tab

    ☑ Account

4. From the Account screen, scroll down to the Referral Email section and enter the email address
    to which lead referrals should be sent, then hit save

    Referral Email

    Please enter the email address at which you
    would like to receive referrals:

*If you have more than one location, please be sure to enter a referral email address for each location.