

Update COSTARS Membership Details

Purpose

Use this procedure to connect your organization and update your COSTARS membership details.

Website Path

Use the following website: www.dgs.pa.gov

Procedure

Access the COSTARS Portal

1. Go to www.dgs.pa.gov.
 2. Scroll down and select **COSTARS**.
 3. Select **Member Login**.
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Select Your Organization

4. Select the **Existing COSTARS Membership** dropdown menu.
5. Select your organization's name.

If your organization does not appear:

6. Enter your organization name in the **Member Association Request** field.
7. Select your organization from the list.
8. Check the **authorization** box.
9. Select **Submit Association Request**.

Once approved, your organization will appear in the dropdown menu.

Update Your Member Profile

10. Select **Update Membership Details**.
11. Scroll down and review all information.
12. Update any incorrect information, including your email address.

Notes:

- Shaded contacts can update the profile and submit road salt requests.
 - Non-shaded contacts can receive emails only.
 - Primary contacts can delete other contacts if needed.
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Finish

13. Select **Home** to return to the COSTARS Members Area.
 14. A confirmation message will display showing your changes were saved.
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Result

Your COSTARS membership details have been successfully updated.