How to make sure you are publicly searchable in the FM Consultants Directory

Step 1: Sign into Engage.ifma.org

![Image of IFMA Engage sign-in page]

Step 2: You will need to access your profile settings, in upper right hand corner click the down arrow (as seen by the red arrow in the upper right hand corner)

Then click on Profile, as highlighted by the red box.

![Image of IFMA Engage profile page]

Step 3:

To make your profile public in the FM Consultants Council’s Directory you will need to go to “My Account” click the down arrow and select “Privacy Settings”.

Step 4: Set your FMCC members status to Public, so that non-FMCC Members may see your profile in the FM Consultants Directory

To make your profile public in the FMCC Directory you need to set your FMCC Member to “Public” and “Save Changes”.