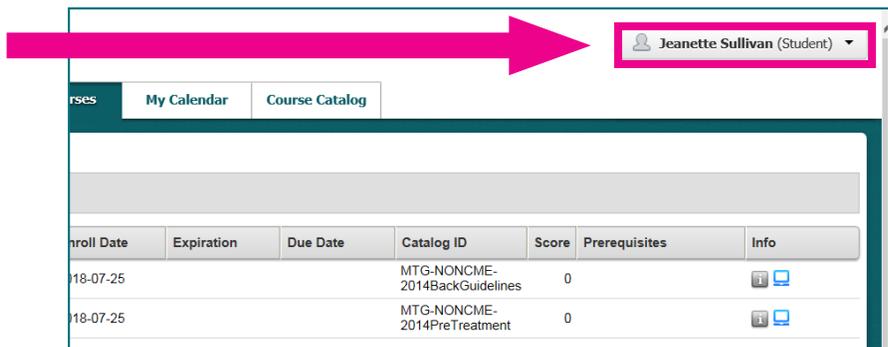
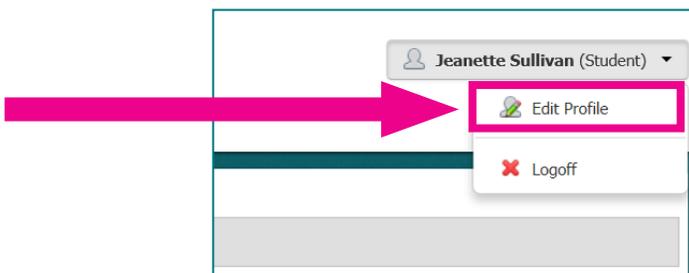


Updating Your User Profile

1. Log in. Click on your name in the upper right corner of the page.

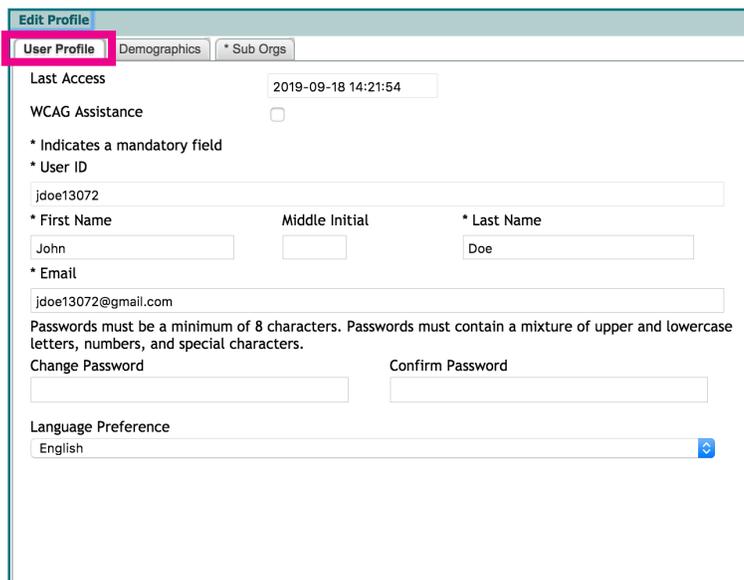


2. Select Edit Profile.

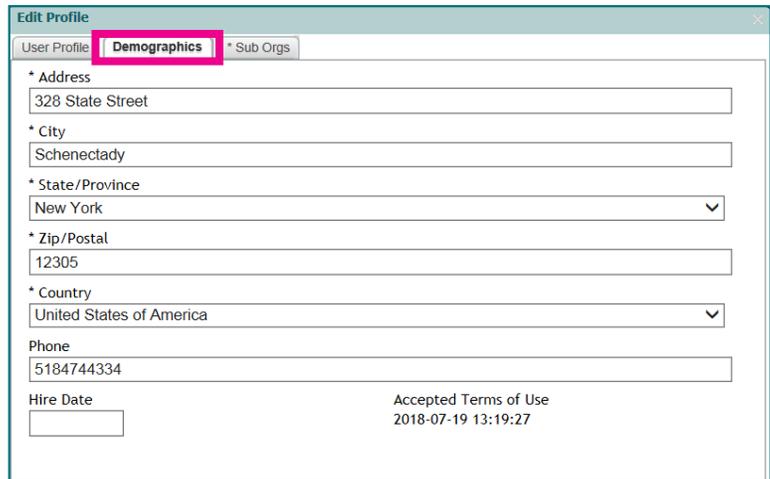


The **Edit Profile** screen is displayed, containing three tabs: **User Profile**, **Demographics**, and **Sub Orgs**. *Fields marked with an asterisk are required.*

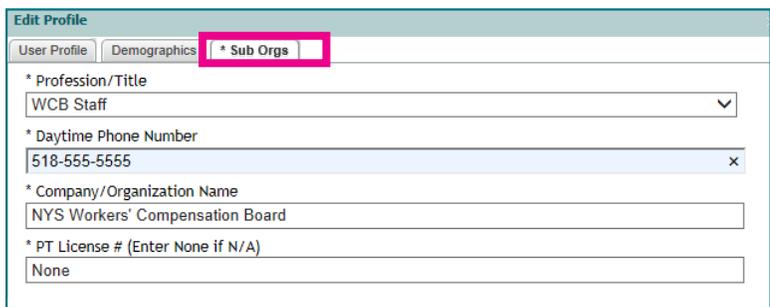
3. Use the User Profile tab to update your User ID, Name, Email and/or Password. Passwords must be a minimum of eight characters using a combination of upper and lowercase letters, numbers, and at least one of the following special characters: ! @ # \$ % ^ & *



4. Use the **Demographics** tab to update your **Address** and/or **Phone Number**.



5. Use the **Sub Orgs** tab to update your **Profession/Title**, **Daytime Phone Number**, **Company** and/or **PT License #**.



6. Use the **Profession/Title** field to identify your role.



7. Once you have updated all of the necessary information, click **Save**.

