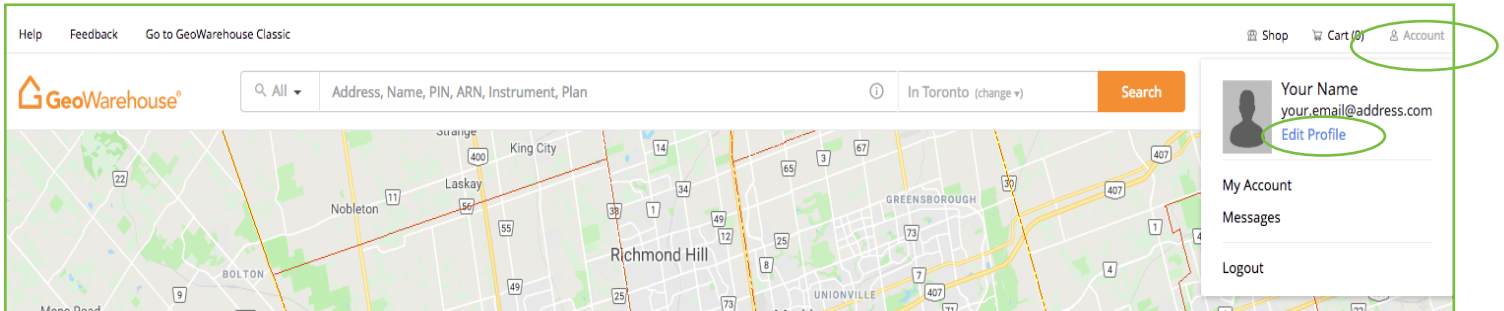


TIPS & TRICKS

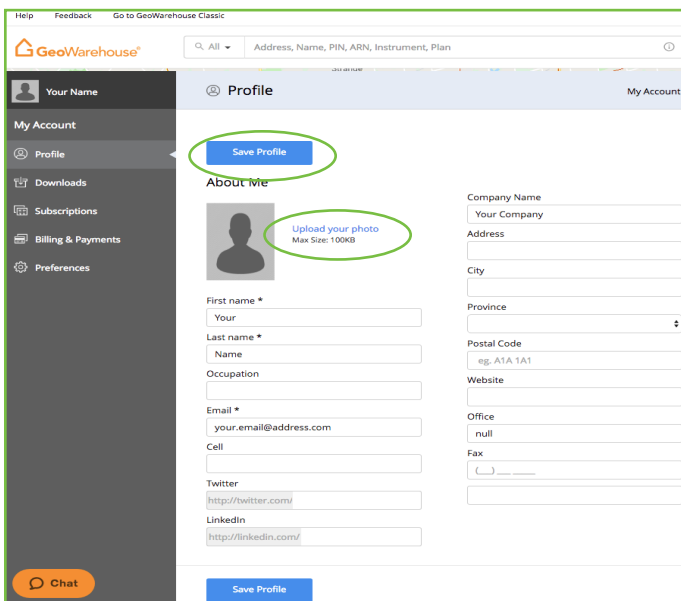
HOW TO UPDATE YOUR PROFILE

It's important to keep your profile up to date as these details are included in PDF reports.

- To add, change or delete your photo and personal details select **Account>Edit Profile**.

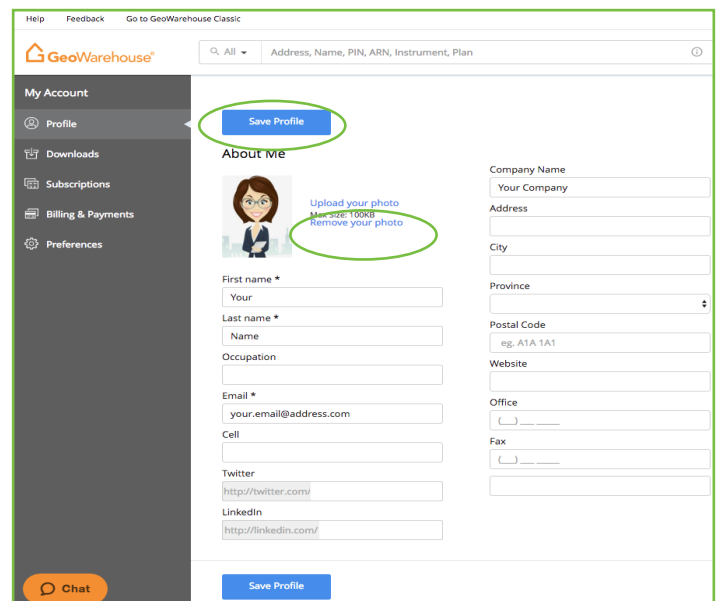


How to Add Details



- To add your picture/ brand select **Upload your photo**. Max Size: 100KB.
- A window will open with your files, go to the image and select it. It will import into your profile.
- Update any of the other details as needed.
- Select **Save Profile**.

How to Remove Details



- To remove your picture/brand select **Remove your photo**.
- Update all other personal details as needed.
- Select **Save Profile**.