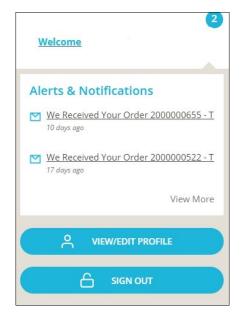## Profile Area

In the top right-hand corner of the screen, you will see where it says, "**Welcome, Your Name**!" Click on that. A drop-down menu will display that has **Alerts & Notifications**, **View/Edit Profile**, and **Sign Out**. Click **View/Edit Profile**.
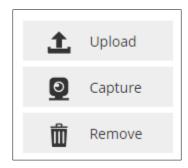


The **User Profile** will display. It has three tabs: **Profile**, **Contact Info**, and **Consents**.

The **Profile** has several categories:

**Picture**

This section allows you to **Upload** a photo from a file, **Capture** a photo from your device, or **Remove** the current photo.



**Personal Information**

This section has the following information:

First Name

Last Name

Preferred First Name

Gender

Date of Birth

Country

Language

**Sponsor**

This section contains the recruiter's name.

**Security**

This section allows you to change your password by clicking **Change Password**.

**Personal Website**

This section has your personal website address. If you need to update your information, click the **click here** link.

**Display Contact Settings**

This section allows you to select the checkbox if you want your email address to be displayed on your website or if you want your phone number to be displayed on your website. You may select both.

**Contact Info**

The **Contact Info** screen allows you to edit your **Mailing Address**, **Shipping Address**, and **Additional Addresses**. You also may edit your **Home Phone**, **Mobile Phone**, and **Email Address**. Select **Opt-In** to receive communication or select **Opt-Out** if you do not want to receive communication.