HOW TO UPLOAD YOUR PHOTO TO YOUR PROFILE
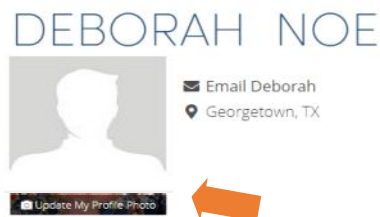
1. Once you complete Resident LOGIN, click on the My Profile link in the Navigation on the left or from the blue menu. Your profile and the editing button will appear.

2. Click on **UPDATE MY PROFILE PHOTO** as illustrated by the orange arrow.

3. Once you click on **UPDATE MY PROFILE PHOTO** the Editing boxes for UPDATE MY PHOTO will appear.

4. Click the Choose File button.

5. Your computer task pane will popup and you can select your file and click OPEN.

6. Then, your photo file name will appear next to the Choose File box.

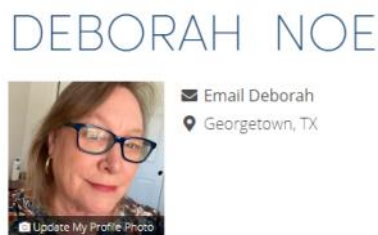7. Now, click on the UPLOAD SELECTED PHOTO button, as indicated by the arrow at the bottom.

8. Once you click UPLOAD SELECTED PHOTO your Filename will appear to the left, along with the time and a mini thumbnail of the picture you loaded.

9. If you have no current photo, NO need to worry about the Remove Current Photo box.

10. You are done.

11. To view, click on My Profile in the left Nav.

12. Your photo will go full size and appear on your contact card in the resident directory.

While you are here, make sure your phone numbers, email and preferences are current.