

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.

DEBORAH NOE



Email Deborah
Georgetown, TX

Edit My Info

3. Once you click on **UPDATE MY PROFILE PHOTO** the Editing boxes for UPDATE MY PHOTO will appear.
4. Click the [Choose File](#) button.

UPDATE MY PHOTO

Choose File

Supported File Types: JPG, GIF and PNG

File Size Limit: 5mb

REMOVE CURRENT PHOTO

UPLOAD SELECTED PHOTO

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.

UPDATE MY PHOTO



Choose File DJ_Noee_file2.jpg

Supported File Types: JPG, GIF and PNG

File Size Limit: 5mb

REMOVE CURRENT PHOTO

UPLOAD SELECTED PHOTO

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.

UPDATE MY PHOTO



Uploaded: 1/12/2021
6:02:16 PM

Filename: 11584071-DJ_Noee_profile2.jpg

Choose File No file chosen

Supported File Types: JPG, GIF and PNG

File Size Limit: 5mb

REMOVE CURRENT PHOTO

UPLOAD SELECTED PHOTO

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.

RESIDENT HOME

[My Profile](#)

[My Preferences](#)

[Account Statements](#)

[Resident Directory](#)

[My Neighborhood](#)

DEBORAH NOE



Email Deborah
Georgetown, TX

Edit My Info

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