

# Edit Your Profile

1. At the top of the right menu bar, click on your profile picture; if you do not have one yet, this button will be blue and white showing the shape of a person
  - *A drop-down menu will unfold*
2. Click on **Profile**
  - *Your profile page will open*
3. Click on **Edit Profile**
  - *Your profile will open in edit mode*
4. Edit information in the "Personal" section and the "Company" section
5. To add a profile picture, in the left corner, click on the **plus sign** in the blue and white icon showing the shape of a person
  - *The "Upload a Profile Picture" page will load*
6. Either upload your own profile picture, or choose one from those provided
7. Click on **Set Profile Picture**
  - *The blue and white icon will change to show the picture you selected*
8. Click on **Save**