

How to edit my profile?

Click "**Profile**" – located at the top right-hand corner of the page to access your profile.

Here you can add a headshot, edit your personal information, add additional information, etc.

The screenshot displays the 'Edit Profile' interface. At the top, there is a search bar and navigation icons for Home, Notifications, Profile, and Teams. The 'Profile' icon is highlighted with a green arrow. Below the navigation, the 'Edit Profile' section is visible, featuring a 'View profile' link and a 'Save' button. The profile information includes a headshot, first name (Melissa), last name (Gallagher), and a headline (Manager, Audience Engagement at Clarion Events). The headline field is highlighted with a green arrow. The 'MORE' section on the left contains links for 'About this Solution', 'User Feedback', 'Privacy Policy', 'Acceptable Use Policy', and 'Sign Out'.

Your 'headline' should be your sales territory (ie: west coast sales, east coast, international, wholesale) to help new buyers select the appropriate rep to make an appointment with