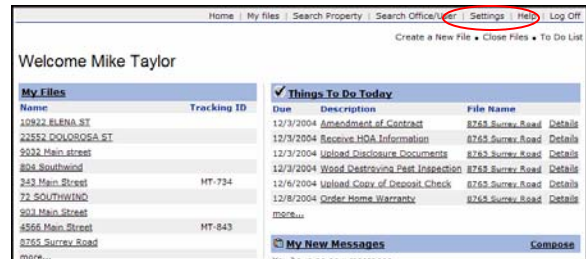


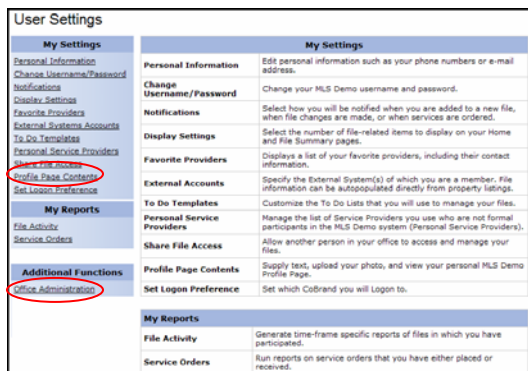
1. Go to the logon page and enter your user name and password then click **Logon**.



2. Click on the **Settings** link.



3. Click on the **Profile Page Contents** link to modify your personal information. To modify office information, click on the **Office Administration** link then **Profile Page Contents**.



4. You can now upload a picture or logo and create a personal or office profile. To preview your profile, click the **Save Text** button and click on the link to preview. Then click **Close**.

