


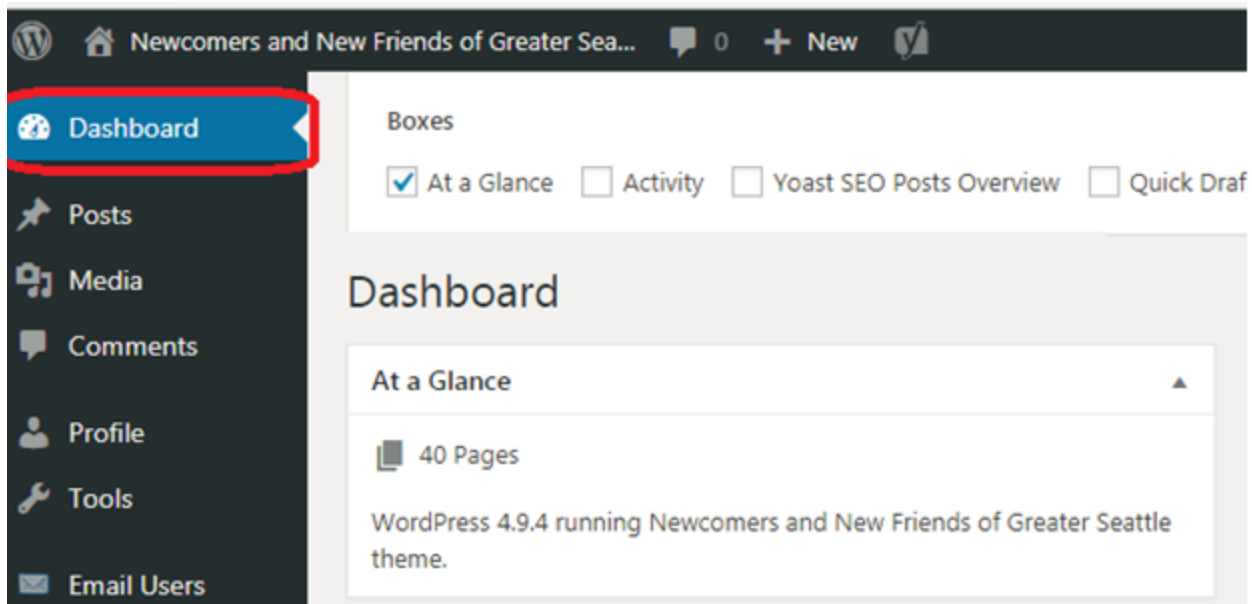
HOW TO UPDATE YOUR PROFILE

- **Log on** to the web site at <http://seattlenewcomers.com/>

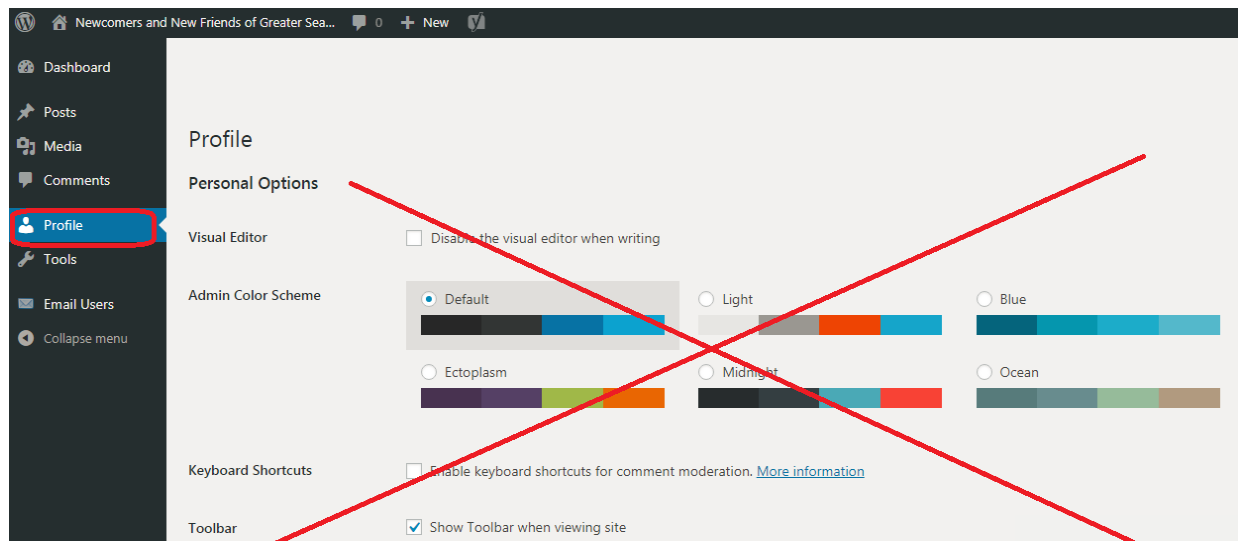
If you've forgotten your password, you can reset it following these instructions:

<http://seattlenewcomers.com/assets/uploads/2018/03/FAQ-How-to-change-your-password.pdf>

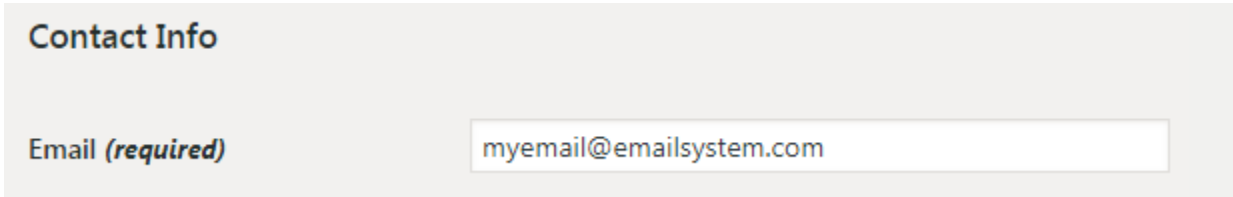
- **Navigate to Dashboard** by clicking the link under the 'home' icon  The dashboard displays



- **Select Profile.** Disregard the top section.



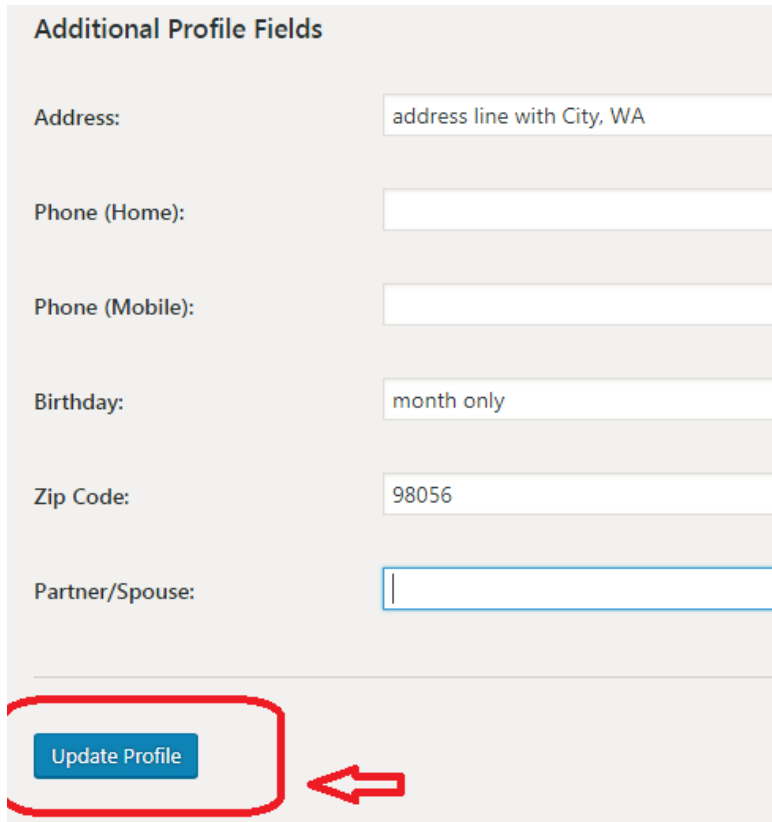
- **Scroll down to Profile information** at the middle and bottom of the screen. You may edit your email address under Contact Info



Contact Info

Email (*required*)

- **Scroll down to Additional Profile Fields** section. Please provide updates as needed.
- **REMEMBER: Click Update Profile button** at the bottom of the screen to save your changes.
- If no changes are needed, just leave the page without clicking Update Profile.



Additional Profile Fields

Address:

Phone (Home):

Phone (Mobile):

Birthday:

Zip Code:

Partner/Spouse:

Update Profile ←

- **Click Home icon** or link in the top left corner of the screen to easily go to the Main site

