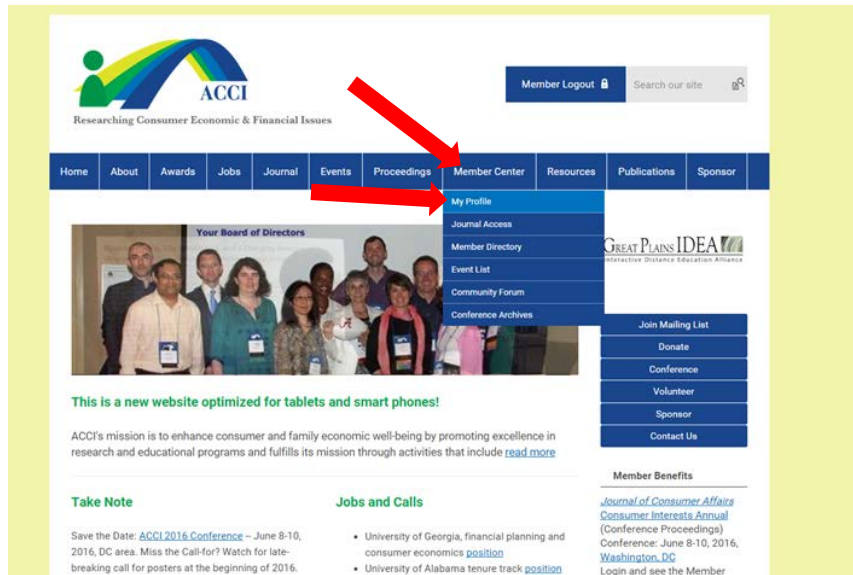




How to update your profile (picture, bio, etc.)

1. Login to the ACCI **Member** section by clicking on the **Member Login** button at the top of the page (if you need help, please see “How to Login to ACCI Member site” Instructions)
2. Click on the **Member Center** drop down menu, then select **My Profile**



3. On the next screen,
 - a. select **Edit Profile** to update aspects of your profile such as job title, company,
 - b. select **Change Profile Picture** (located under the **My Status** box)
 - c. select **Upload Photos** allows you to upload and share photos from a conference or ACCI social gathering
 - d. Social Community:
 - i. **Start a new circle** and **View your inbox** allows you to view messages sent from other members of your social circle
 - ii. **Privacy** – allows you to let others in the social community see your profile or not

