

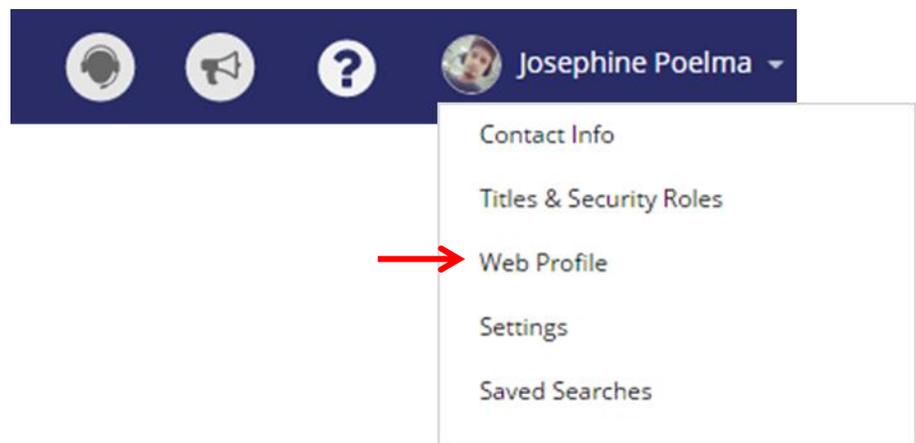
Customize Your Web Profile

You can review your contact information, titles & security roles, etc. from your Profile section in dash. This section also allows you to customize your web profile, adjust your user settings, and access saved searches.

This guide reviews how you can customize the information that would display on your brand's public website by editing your **web profile**. For more information on the other items in your Profile section, refer to the following guides:

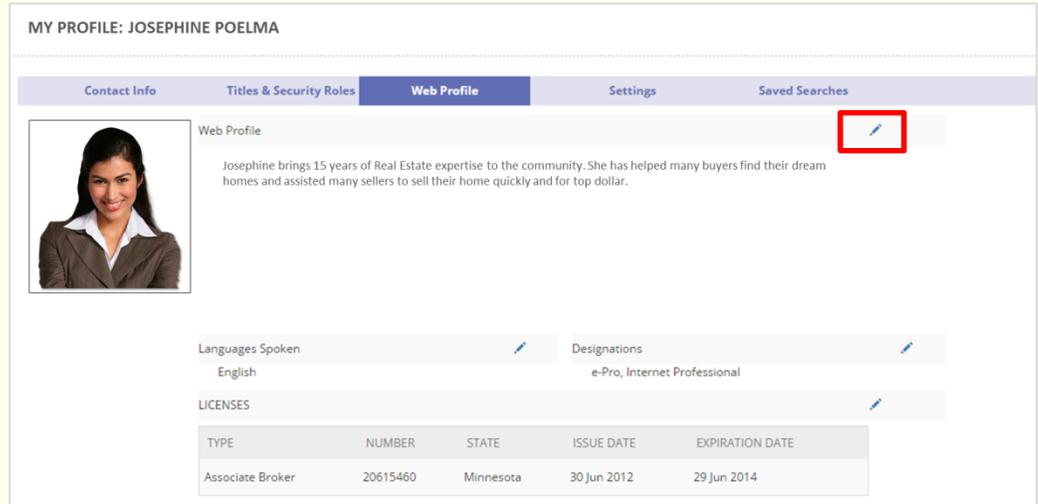
- **Conduct and Manage Searches** to learn more about managing **Saved Searches**
- **Manage Alerts** to learn more about managing **Settings** for alerts
- **Update a Person** to learn more about editing **Contact Info**, and **Titles & Security Roles**

1. Click **your name or photo** from the dash toolbar at the top of the screen.
2. A drop down list appears. Click **Web Profile**.



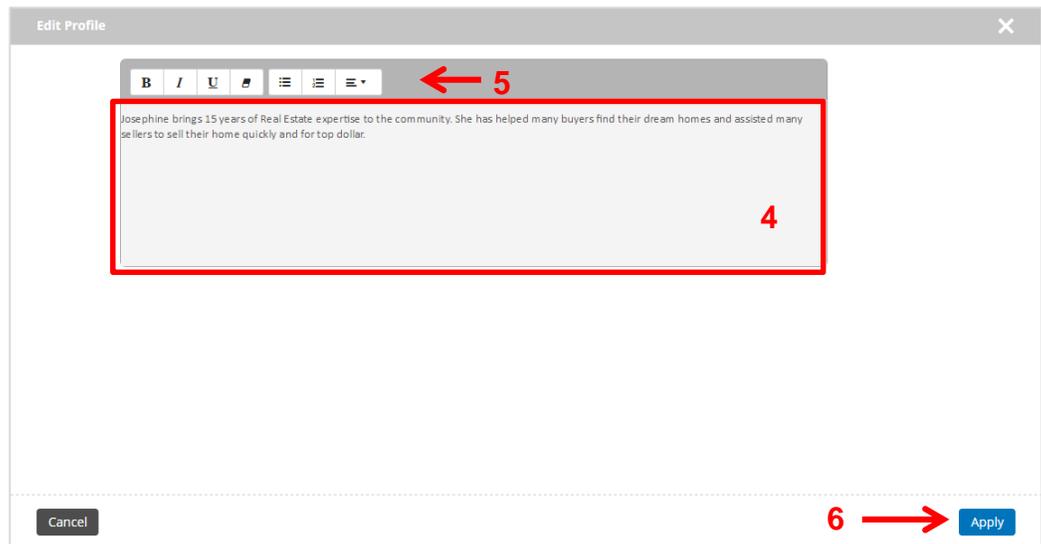
The **Web Profile** page displays.

3. Click the pencil icon to add or edit your **Web Profile**.

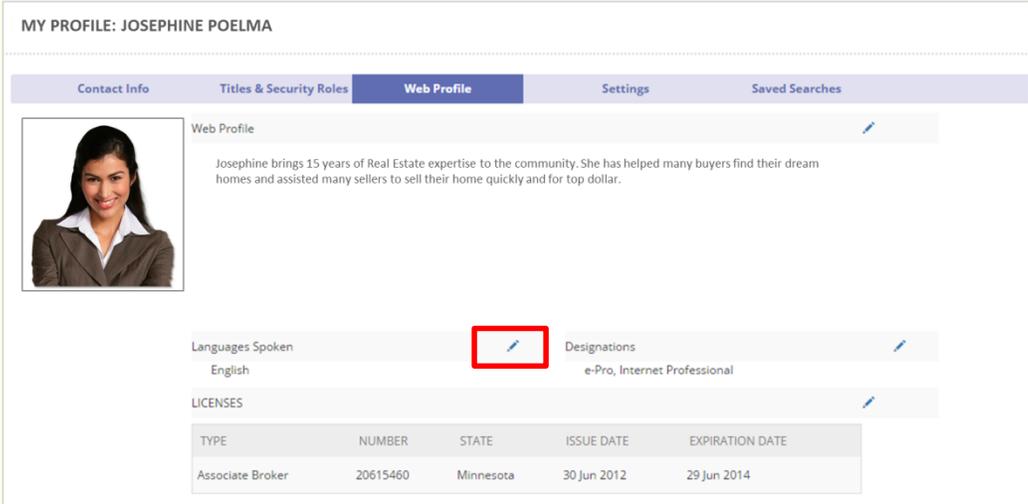


The **Edit Profile** window displays.

4. Enter your profile description in the text box.
5. Use the edit tools to format the text.
6. Click **Apply** to save the changes and close the window.



7. Click the pencil icon to add or edit your **Languages Spoken**.



The **Edit Spoken Languages** window displays.

On the left:

8. Search for the language by typing it in the search box, or locating it from the list.

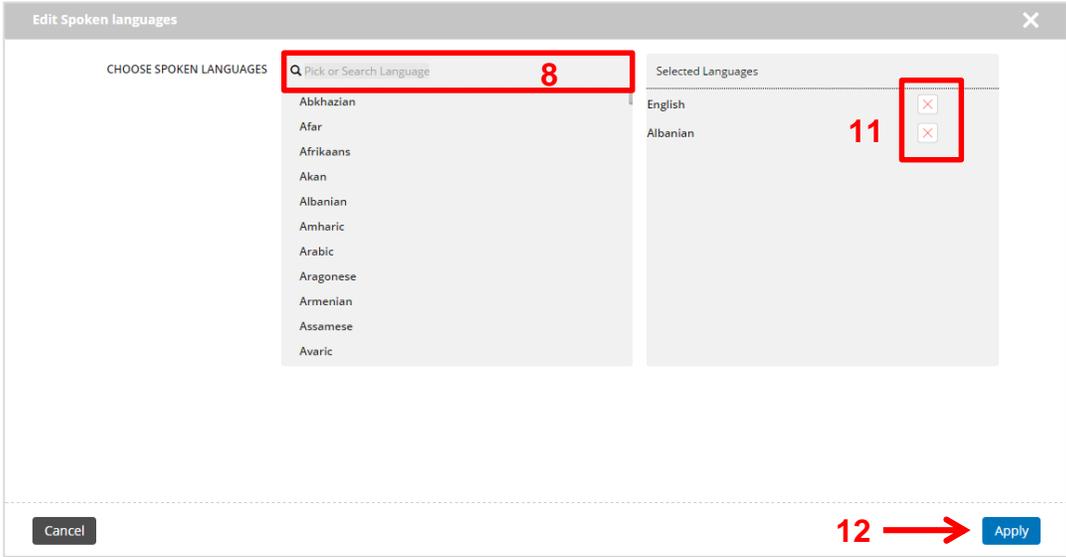
9. Click the language to select it.

On the right:

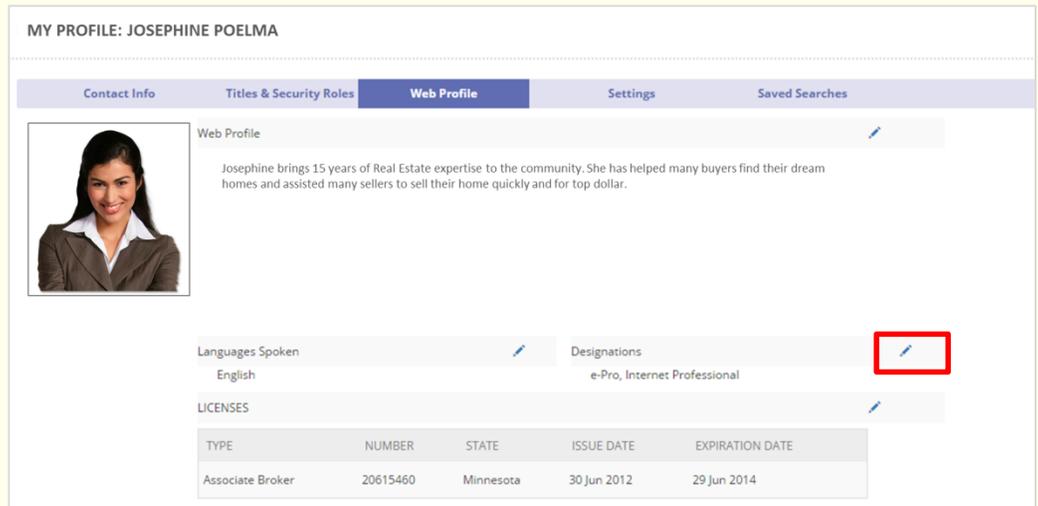
10. The selected languages display.

11. To delete a language, click X next to the language.

12. Click **Apply** to save the changes and close the window.



13. Click the pencil icon to add or edit your **Designations**.



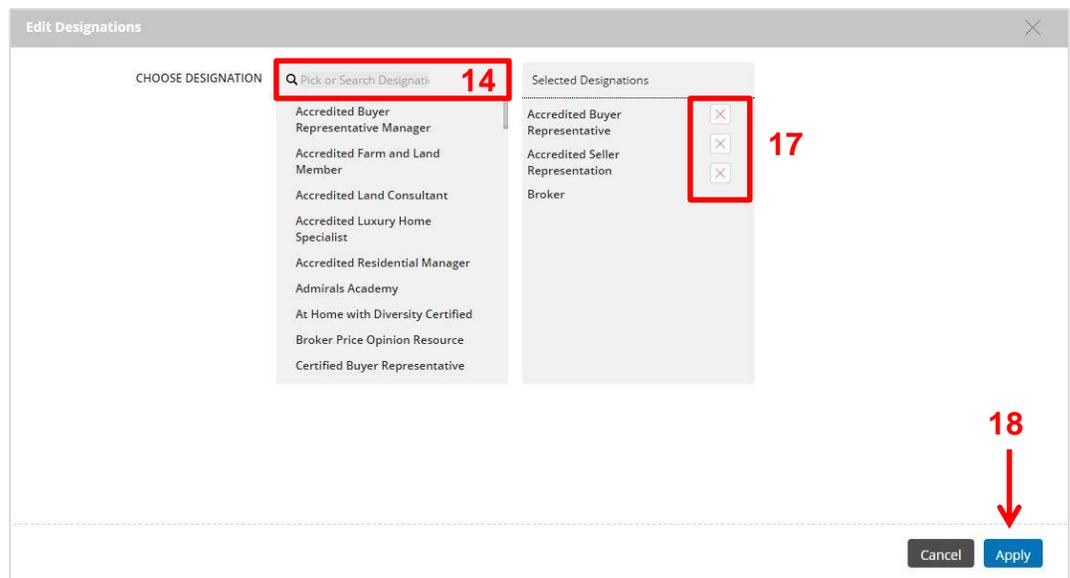
The **Edit Designations** window displays.

On the left:

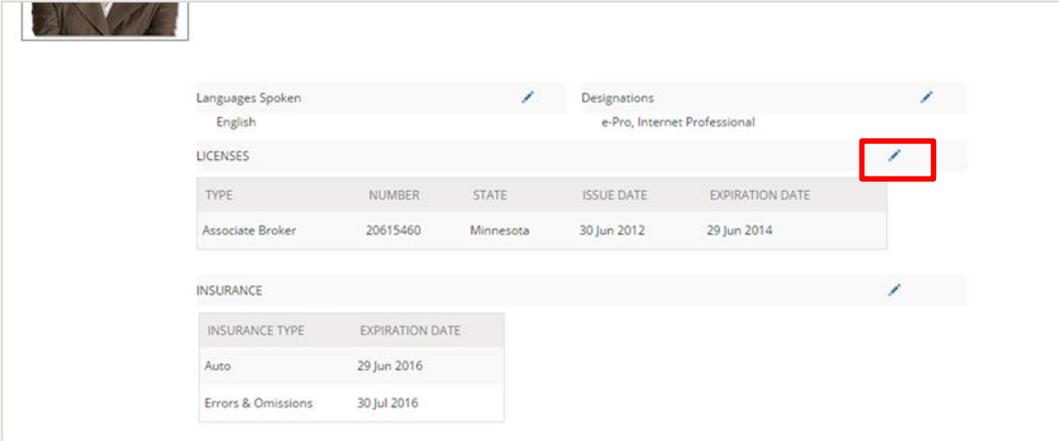
- 14. Search for the designation by typing it in the search box, or locating it from the list.
- 15. Click the designation to select it.

On the right:

- 16. The selected designations display.
- 17. To delete a designation, click X next to the designation.
- 18. Click **Apply** to save the changes and close the window.



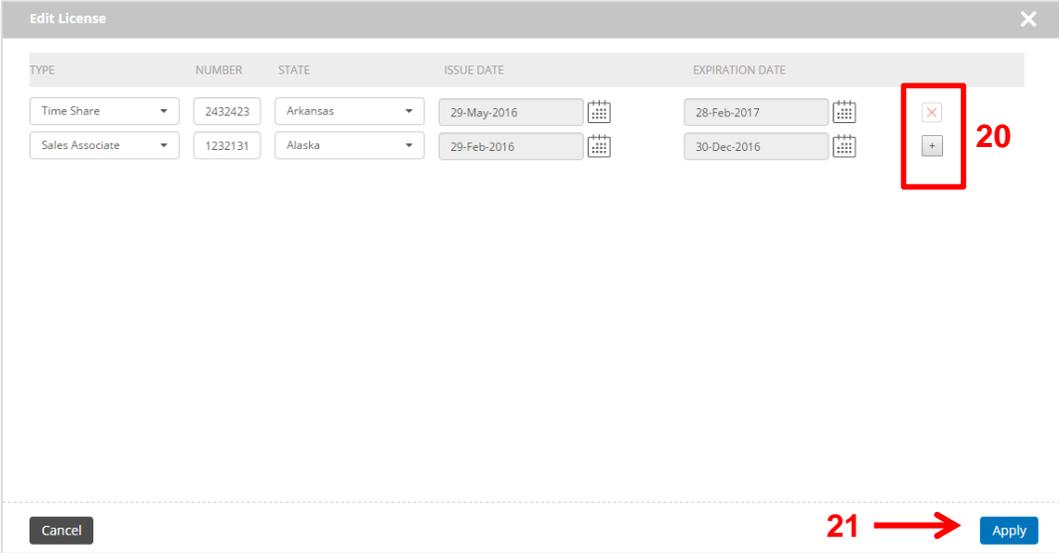
19. Click the pencil icon to add or edit your Licenses.



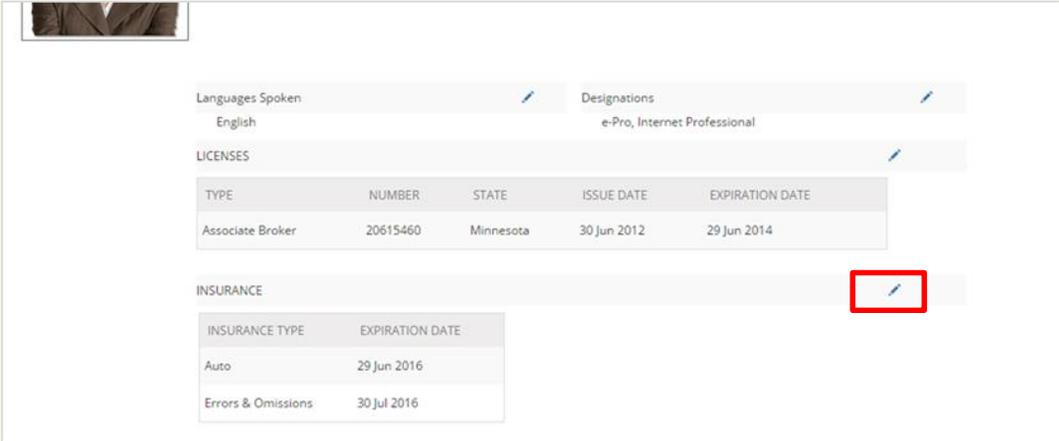
The **Edit License** window displays.

Provide the information for each license type.

- 20. Click + to add additional licenses if needed, or X to delete a license.
- 21. Click **Apply** to save and close the window.



22. Click the pencil icon to add or edit your **Insurance**.

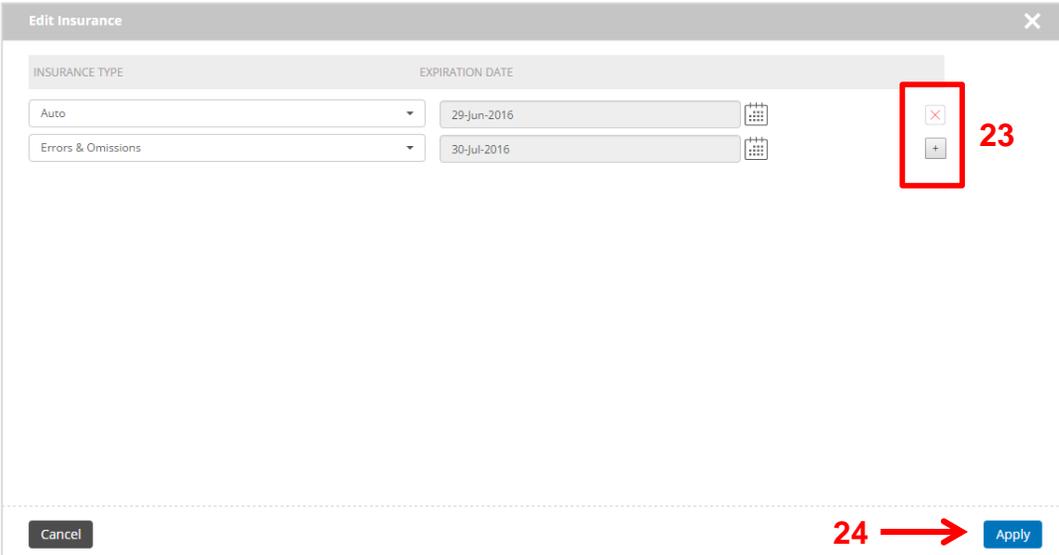


The screenshot shows a user profile page with several sections: Languages Spoken (English), Designations (e-Pro, Internet Professional), LICENSSES (Associate Broker, 20615460, Minnesota, 30 Jun 2012, 29 Jun 2014), and INSURANCE. The INSURANCE section has a pencil icon highlighted with a red box.

The **Edit Insurance** window displays.

Provide the information for each insurance type.

- 23. Click + to add additional insurances if needed, or X to delete an insurance.
- 24. Click **Apply** to save and close the window.



The screenshot shows the 'Edit Insurance' window. It has a title bar with a close button (X). The main area has two columns: 'INSURANCE TYPE' and 'EXPIRATION DATE'. There are two rows of data: 'Auto' with expiration date '29-Jun-2016' and 'Errors & Omissions' with expiration date '30-Jul-2016'. Each row has a calendar icon. A red box highlights a plus sign (+) and a minus sign (-) icon. A red arrow points to the 'Apply' button at the bottom right.