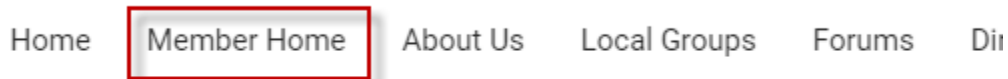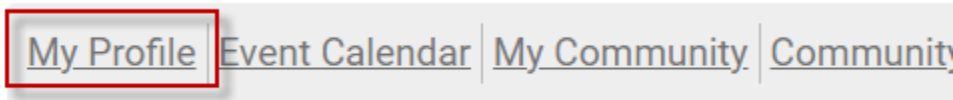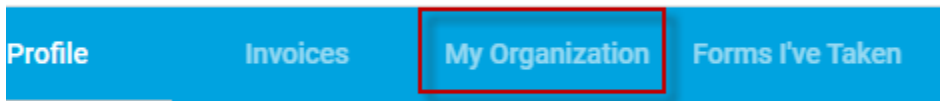# UPDATING YOUR ORGANIZATION'S INFORMATION

1. Log in to the website (sytelineusernetwork.com) as the key contact for the company.

2. This should take you to the Member Home Page.   If not, select MEMBER HOME from the menu bar.
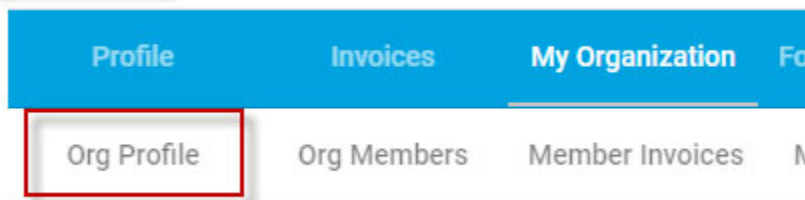

3. Click on MY PROFILE

4. For organization key contacts, you will have a link for MY ORGANIZATION. Click on this link.
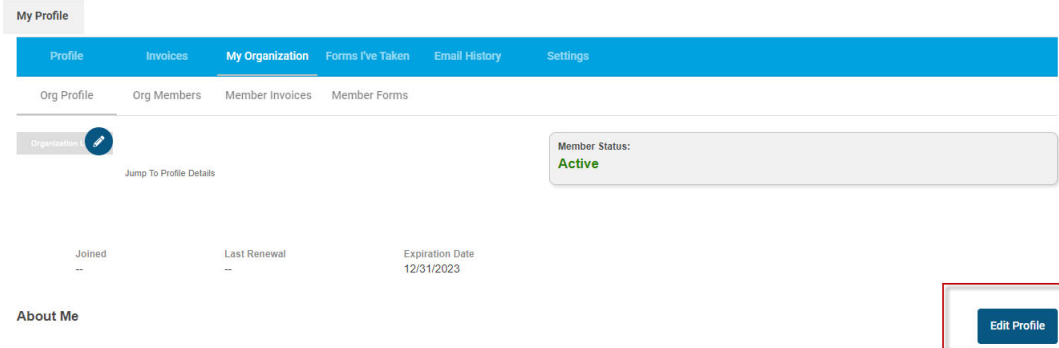

5. On the organization page, click on the link ORG PROFILE.

6. On the Org Profile, there will be an EDIT PROFILE button on the far right side. Click this button to modify your organization details.

7. Once complete, either click SAVE PROFILE on the upper right area of the page.