

## 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.

Home	Member Home	About Us	Local Groups	Forums	Dir
------	-------------	----------	--------------	--------	-----

3. Click on MY PROFILE



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

Profile	Invoices	My Organization	Forms I've Taken

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

Profile	Invoices	My Organization	Fo
Org Profile	Org Members	Member Invoices	N



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.

My Profile					
Profile		My Organization			Settings
Org Profile	Org Members	Member Invoices	Member Forms		
Organization (	Jump To Profile Details				Member Status: Active
Joined		Last Renewal	Exp 12/	iration Date 31/2023	
About Me					Edit Profile

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



Cancel	Save Profile