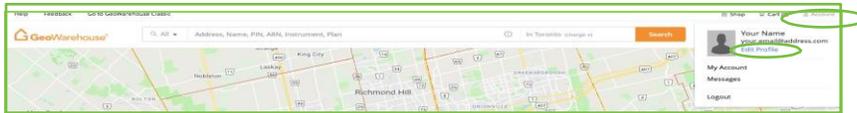


## Tips For Success

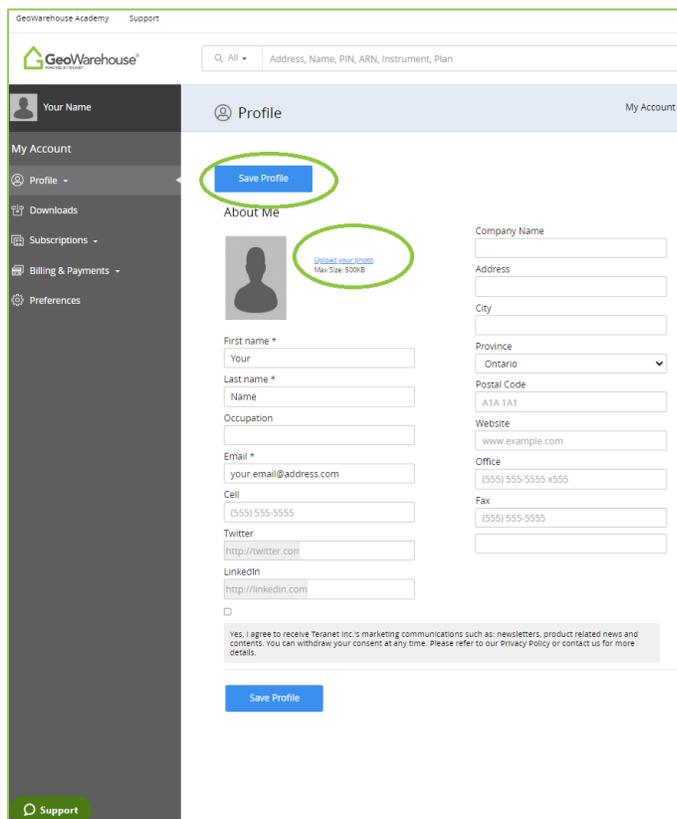
### How to Update your Profile

It's important to keep your profile up to date as these details are included in the GeoWarehouse Property & Market Reports.

To add, change or delete your photo and personal details select **Account** located in the top of the window and select the **Edit Profile**.



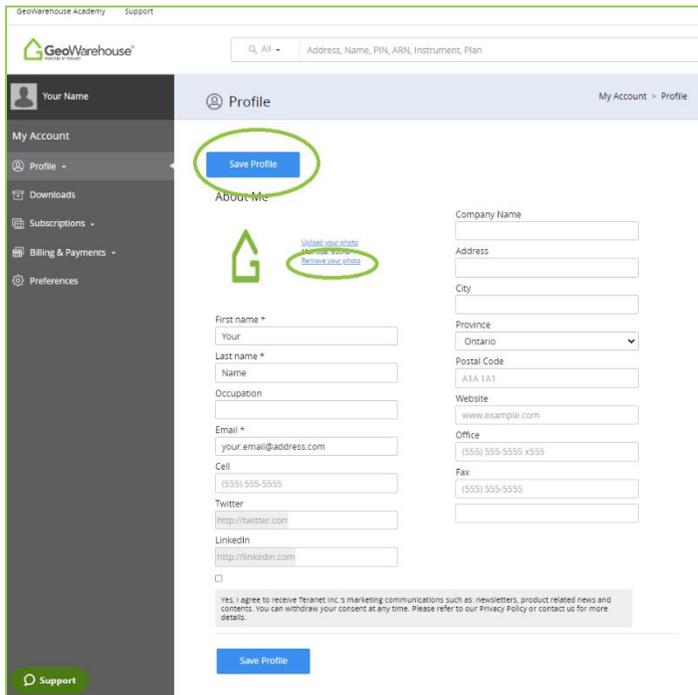
### How to Add Details



A screenshot of the 'Profile' page in the GeoWarehouse user interface. The page is titled 'Profile' and includes a 'My Account' dropdown menu. The 'About Me' section contains a profile picture placeholder with a 'Upload your photo' link circled in green. Below this are form fields for 'First name', 'Last name', 'Occupation', 'Email', 'Cell', 'Twitter', and 'LinkedIn'. To the right, there are fields for 'Company Name', 'Address', 'City', 'Province' (set to Ontario), 'Postal Code', 'Website', 'Office', and 'Fax'. A 'Save Profile' button is located at the bottom of the form. A green box highlights the 'Save Profile' button in the top navigation bar. A green box also highlights the 'Upload your photo' link. At the bottom of the page, there is a consent checkbox and a 'Save Profile' button.

1. To add your picture/ brand select **Upload your photo**. Max Size: 500KB
2. A window will open with your files, go to the image and select it. It will import into your profile.
3. Update any of the other details as needed.
4. Select **Save Profile**.

## How to Remove Details



The screenshot shows the 'Profile' page in the GeoWarehouse user interface. A sidebar on the left contains navigation options: 'Your Name', 'My Account', 'Profile', 'Downloads', 'Subscriptions', 'Billing & Payments', and 'Preferences'. The main content area is titled 'Profile' and contains a 'Save Profile' button at the top, which is circled in green. Below this is a section for 'About Me' with a profile picture placeholder and a 'Remove your photo' link, also circled in green. The form includes fields for 'First name', 'Last name', 'Occupation', 'Email', 'Cell', 'Twitter', and 'LinkedIn'. On the right side, there are fields for 'Company Name', 'Address', 'City', 'Province', 'Postal Code', 'Website', 'Office', and 'Fax'. A 'Save Profile' button is located at the bottom of the form.

1. To remove your picture/brand select **Remove your photo**.
2. Update all other personal details as needed.
3. Select **Save Profile**.

If you have any questions, please contact us at [geowarehouse.support@teranet.ca](mailto:geowarehouse.support@teranet.ca).