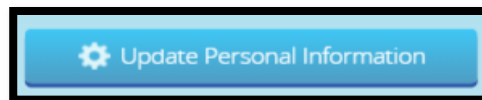

How to update your personal information:

- Login to your account
- Click the box to accept the “Terms and Conditions of Use”
- You will be brought to your “Dashboard” page
- Click on the button on the top right of the screen



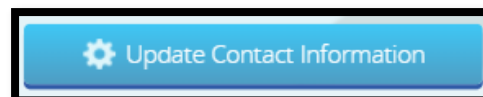
- **To update your personal information**, click on the “**Update personal information**” button.



- A screen will slide in. You can update the following on this screen:
 - First Name, Last Name
 - Date of Birth (upload your birth certificate during step 2 of this process)
 - Gender
 - Marital status (upload your marriage certificate during step 2 of this process)
 - Home Local
 - Click on step 2 to move to the next page, once complete, hit “submit” button.
- **To update your primary address**, click on the “**Update Primary Address**” button.



- A screen will slide in. You can update the following on this screen:
 - Address type
 - Address line, City, State, Zip Code, Country
- **To update your contact information**, click on the “**Update Contact Information**” button.



- A screen will slide. You can update the following on this screen:
 - Update or add other work/mobile/home numbers
 - Update login email addresses (this will update your username)