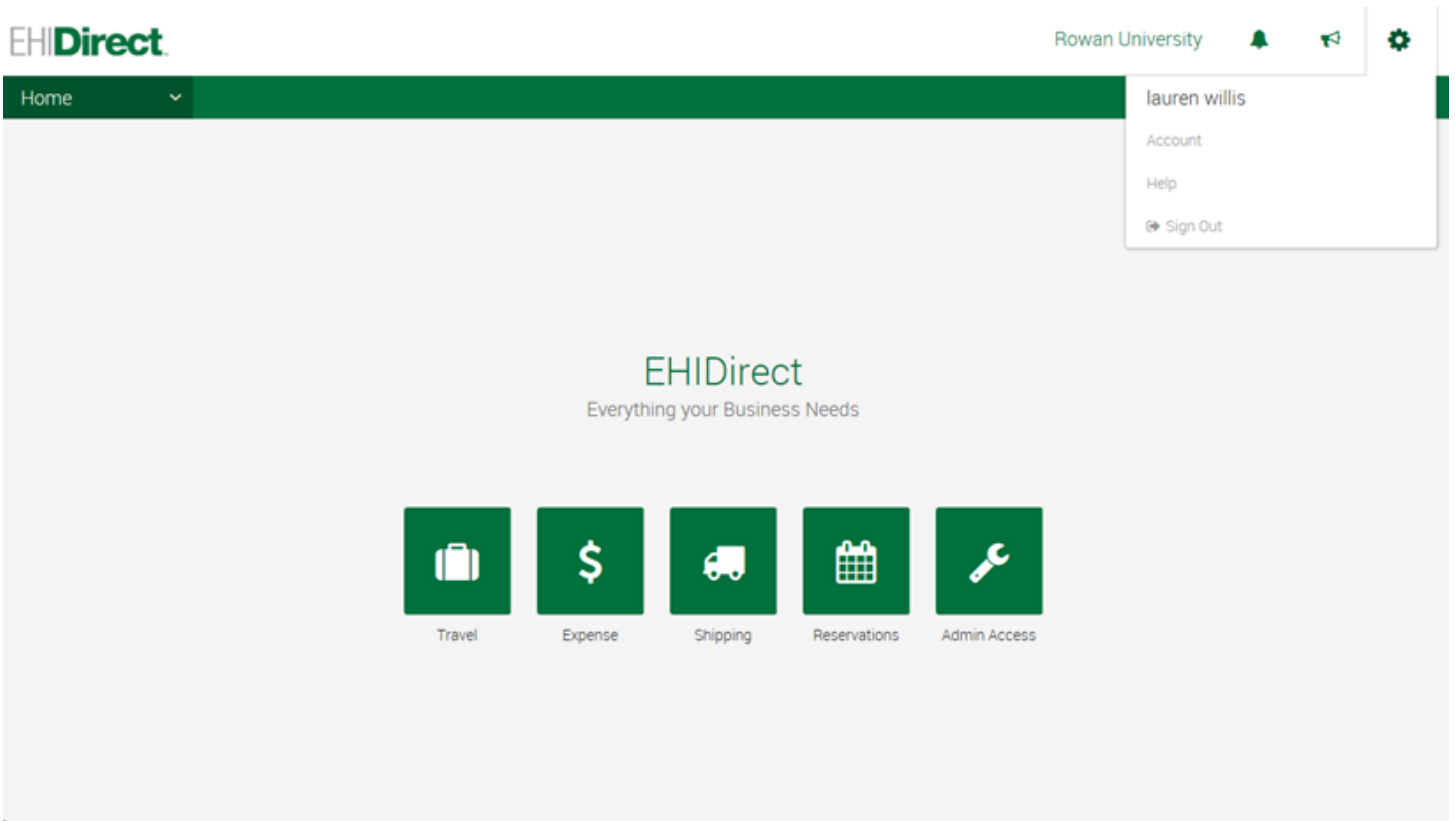


How to complete a profile:

If you are completing your own profile, click on profile from the home screen and complete the required information.



Profile

Contact details [Edit](#)

Email:
Phone (no spaces):
Fax (no spaces): ----
Mobile (no spaces):

Business address [Edit](#)

Home address [Edit](#)

Profile details
[Edit personal info](#)
[Edit emergency contact](#)
[Change Password](#)

Payment cards [Edit](#) [Add](#)

Delegates [Edit](#)
People I can book for (1)
...

Notifications
Setup notifications to receive updates and additional information about your services.
[Manage Notifications](#)

Address Book and Calendar

Address Book
Import your contacts into the Address Book so you have easy access to them when booking services.
You currently have: 0 contact(s) in your Address Book.
[View Address Book](#)
[Add/Edit a contact](#)
[Import/Export contacts](#)

Calendar
To have your services and reservations automatically added to your calendar, select your

Preferences
Setting your service preferences can save you time and enable relevant recommendations.
[Travel Preferences](#)
[Dining Preferences](#)

Display Settings [Edit](#)

Date format: January 17, 2014
Time format: 12 Hour Clock
Time zone: EST-United States

Measurement: US / Imperial
Currency: USD United States dollar
Country: United States

If you are completing a profile for another employee (you must be their delegate) click on start assisting, choose the employee, and then click account. Then complete all the information in the profile.

