



## **How to Update Your IAIP/NAIW Profile**

1. Go to [www.internationalinsuranceprofessionals.org/](http://www.internationalinsuranceprofessionals.org/)
2. Sign in via the “Sign in” button in the top right corner using your username and password. Make sure to uncheck “Remember Me”
3. On the right side box, click on “Manage Profile”
4. In the left center of the page, click on “Edit Bio”
5. Update the information in each box
6. Click “Save Changes”

To add a photo:

1. Place cursor over where the photo would be Click on add photo
2. Hit the Browse by Select a photo; choose a file that you saved your photo in; choose the photo that you would like to upload
3. Hit the submit button

From here you can now manage other Profile items from the left hand side of the page under the My Profile navigation.

