

AmericanHort: Steps to Updating Your Profile

For your convenience, here is a step-by-step guide for updating your profile.

1. Start by logging in using your username and password

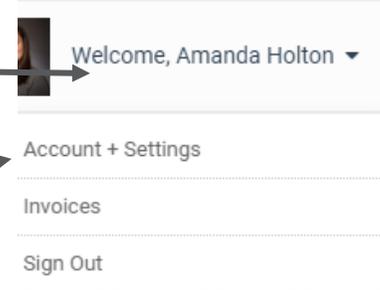
- a. You can get to the login page by using the “**sign in**” button at the top of **AmericanHort.org**, or by going to **AmericanHort.org/MyHort**.

Both Places will take you to a page that looks like this.



2. Once logged into your account, you should see the desired name in the top right corner.

- a. This will either be your name for your personal profile or the company name for the company profile



3. Click on the name and select “Account + Settings”.

4. Scroll down and type directly in the box that needs updated

- a. The "Personal Information" section is used if you would like your home address listed in our database. Your company information can be edited further down the page under "Company Information"
- b. There are required fields that will need to be completed before being able to save
- i. These are indicated as required with a red * after the question

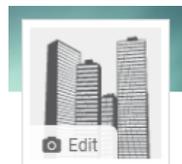
5. Once everything is filled in, scroll down to the bottom and press “Save Changes”



6. To add a profile picture or logo, click **My Profile** on at the top in the navy-blue bar

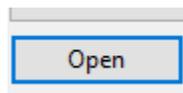


7. Hover over the area where the profile picture should be



8. Click edit

- a. This will pull up the pictures file manager from your computer. You can then navigate to another area on your computer to get the desired file.



9. Press “open” and your picture should be in place.

- a. For your picture or logo to display correctly, make sure the picture is not bigger than 100x100px