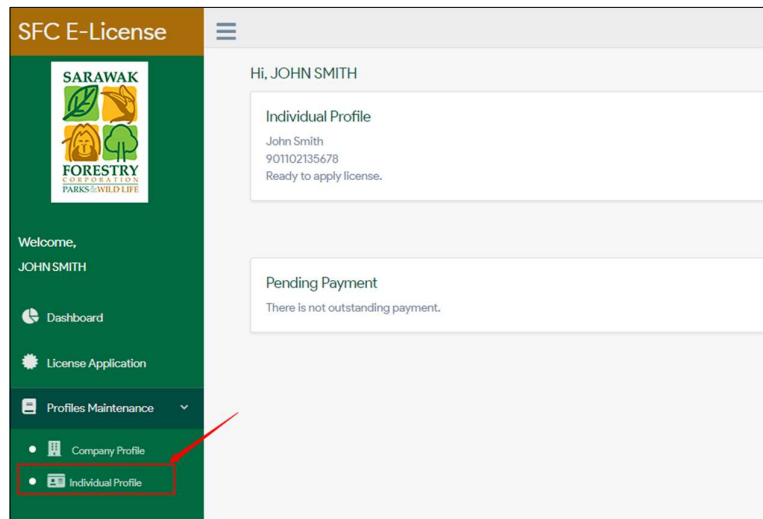



## 2.5 MAINTAINING PROFILES

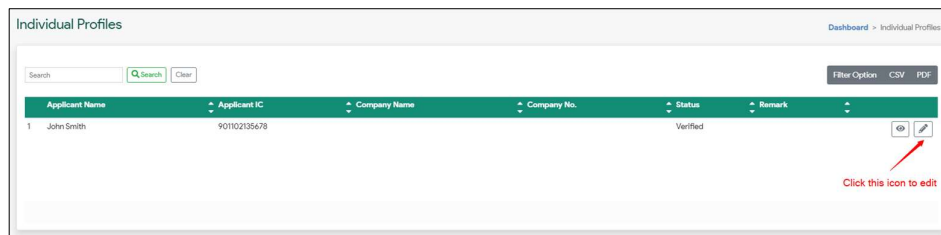
Every now and then, please remember to update your individual / company info and attachments so that they are up to date.

### 2.5.1 Maintaining Individual Profile

1. Go to Profile Maintenance > Individual Profile

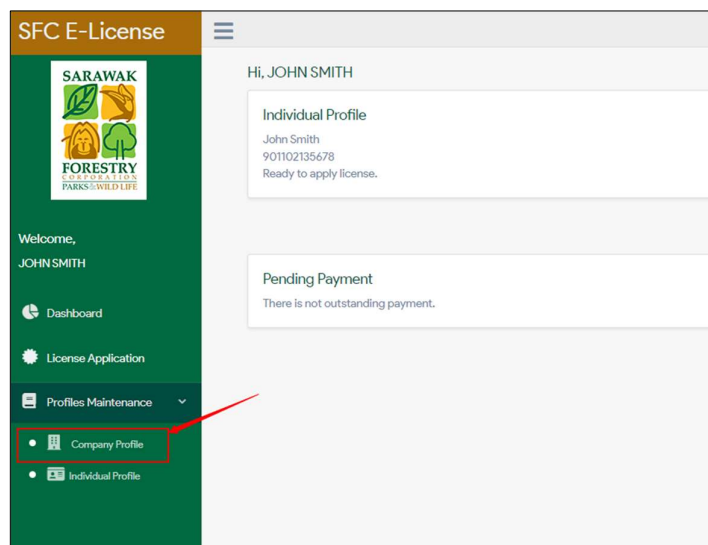


2. Click the  button to edit your individual profile start from Step 1 until Step 3.

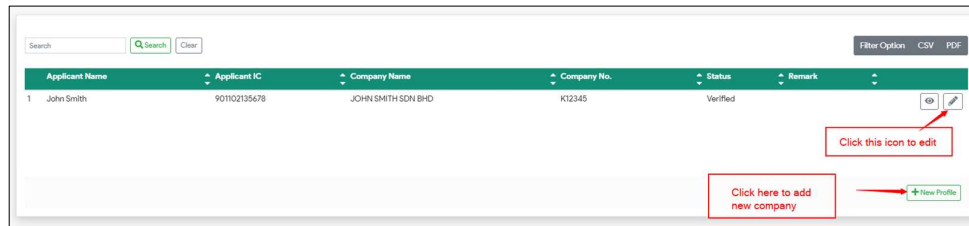


### 2.5.2 Maintaining Company Profile

1. Go to Profile Maintenance > Individual Profile



2. Click the  button to edit your company profile start from Step 1 until Step 3.



3. You may also click  to add additional company profile.