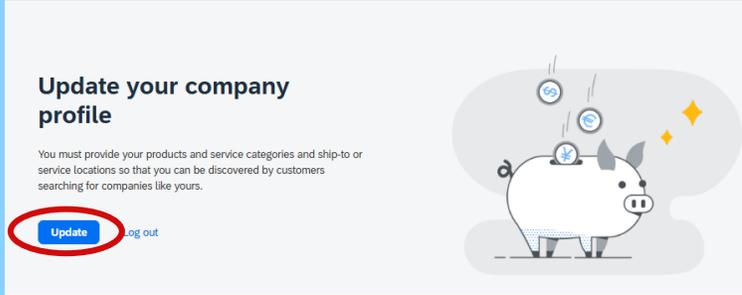


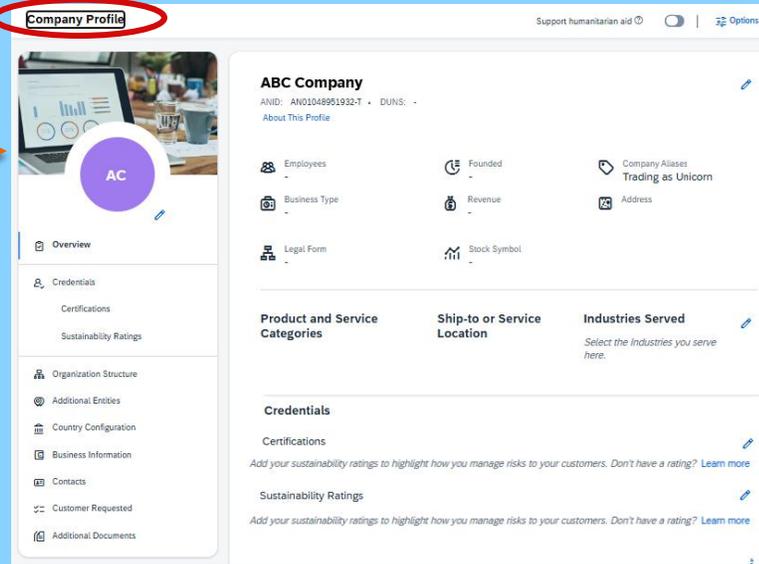
Company Profile - Update Your Company Profile Pop-Up Box



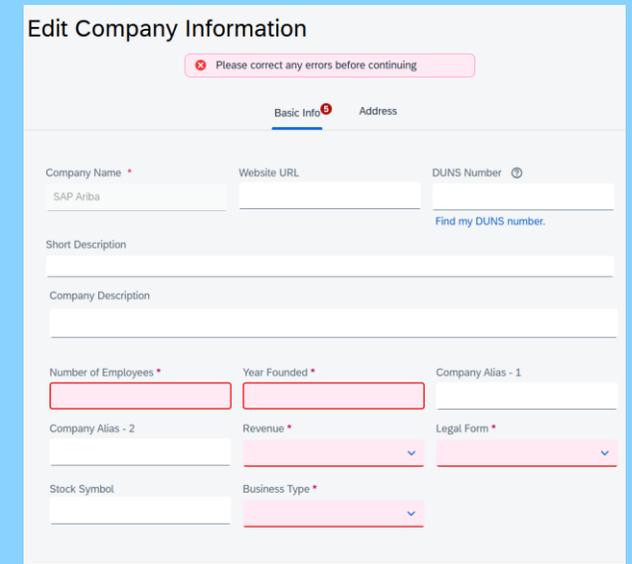
Step 1: You have signed in and a pop up indicates that you Profile needs to be completed, click on **Update**
Note: The pop-up reflects what needs to be completed, either way click on Update as you cannot proceed without completing the Profile



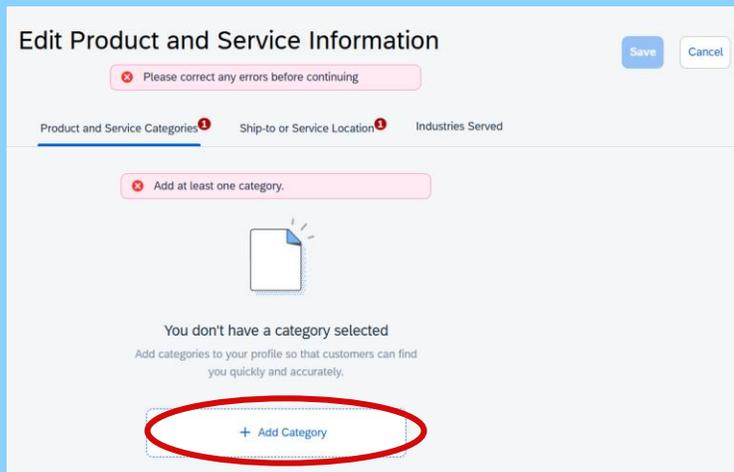
Step 2: Either the Company Profile or specific update required page will display, update required fields



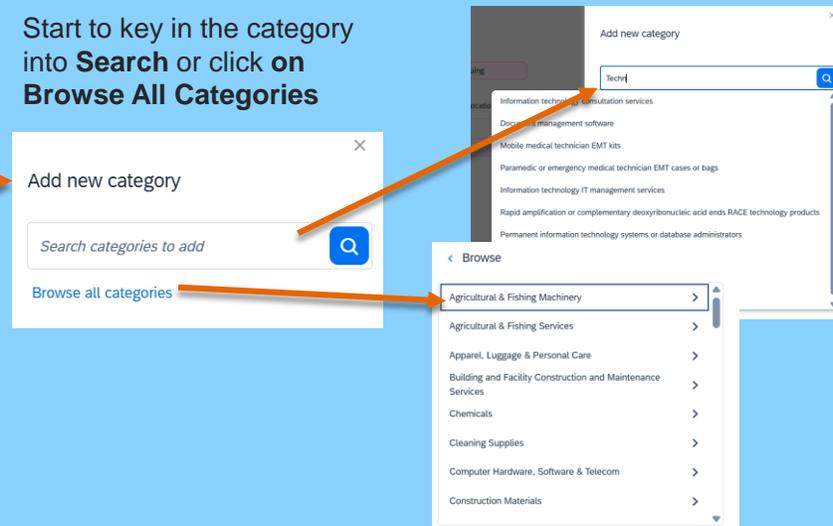
Update Company Information – update highlighted fields required to be completed



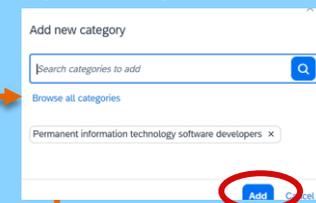
Update Product & Service Categories and Ship-to or Service Location Information



Start to key in the category into **Search** or click on **Browse All Categories**



Click on the required category repeat if required, click on **Add**



Once completed and there is no further errors, click on **Save**



The category is added, click on **Ship-to or Service location**, perform the same process

