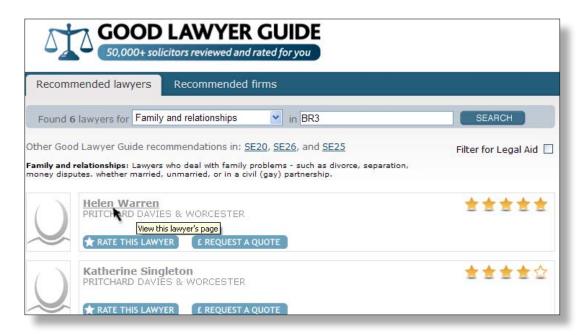


## Step by step guide to editing your profile

1. Locate your profile on the site using the search functions, and click on your name



2. Register your claim to your profile by clicking through to the online form

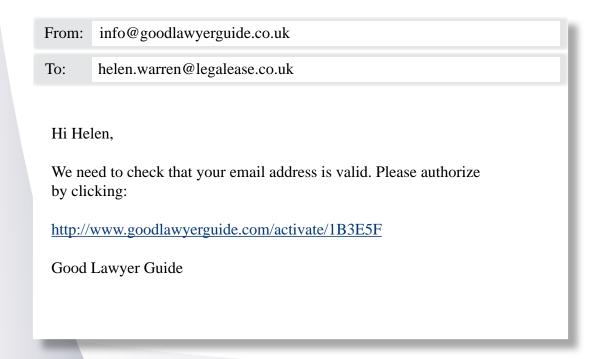




3. Submit your e-mail address to complete the registration



4. You will shortly be sent an e-mail from us that contains an weblink. Click on the link to verify your identity and access the profile.





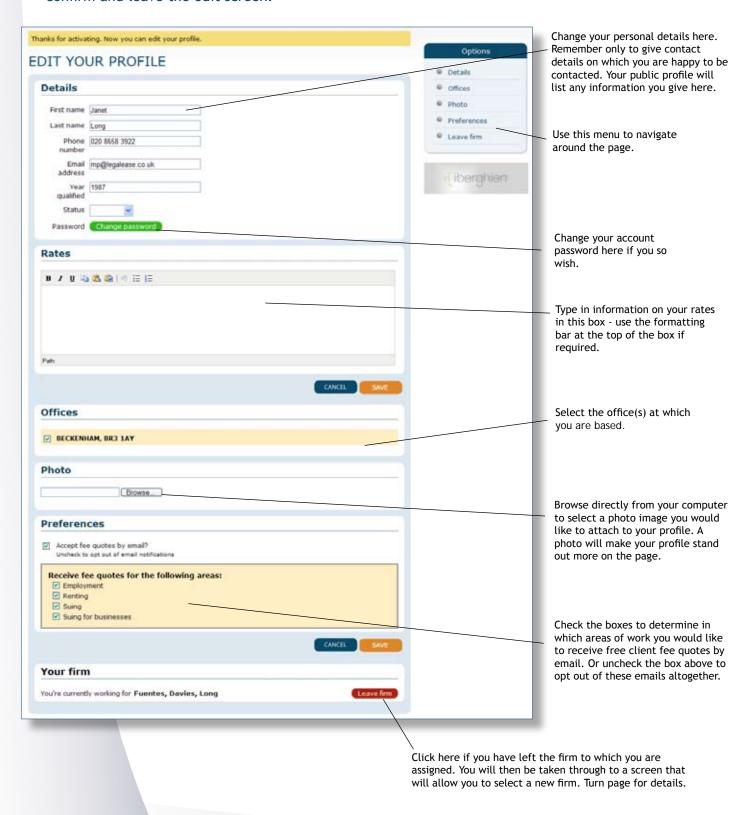
5. Enter a password, and confirm it in the box below



6. You will now be taken through to a screen on which you can edit your details. See next page for guidance

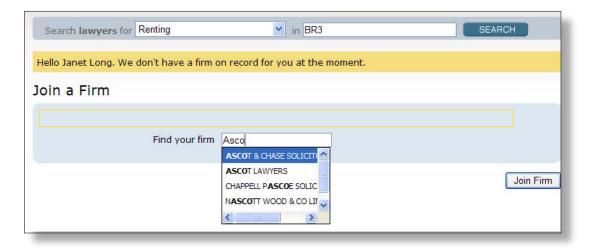


The more infornation you are able to add to your profile, the more it will appeal to potential clients. Remember that there is no charge for listing this information. Please only add contact details that you are happy to have listed in the public domain - do not give personal e-mail addresses or phone numbers. When you have finished updating the information, press "Save" to confirm and leave the edit screen.





Leaving a firm: if you have left a firm and gone to another firm, then click the "Leave Firm" button on the edit profile page. Begin typing your firm's name until the firm appears in the drop down box - then select that firm.



Add your email address at the prompt, and click "Join Firm" to complete the move. You will now be assigned to your new firm.

