# Editing Your Profile

Your Credit Leaders .Network profile is your chance to put your 'best face forward' to the credit, collections, and enforcement industry. Whether they are potential contacts or customers, people increasingly want to find out about the professionals that they connect with, so it is worthwhile to update your Profile to reflect yourself and your experience. Here is how:

1, If you have not already done so, click either 'Log In' or 'Register' in the top left-hand side of the page, and do so.

2, Once logged in, click once on your name in the top right-hand corner of the page – this will open your Profile Page and you now have four options, which we will go through in turn.
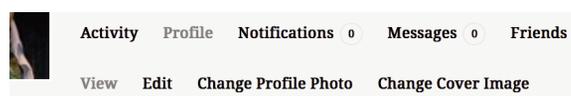

3, Click 'View' from the menu in the middle of the screen – this will show you the Profile that other users see.

NB. If you copy the URL for this page, you can add it to your email signature as your Online Profile.

4, Click 'Edit' to update the information that other people can see on you. Simply overtype existing details or type in new information. You can use the blue buttons to add formatting or links (some site members have their LinkedIn profile open while they do this, so that they can copy and paste across information) Then click 'Save Changes' at the bottom of the page.

5, Click 'Change Profile Picture' to add or change your Online Picture. Simply upload a picture by either dragging it onto the panel or by clicking 'Select Your File'. Once uploaded, you can move the sliders to crop the picture as you want.
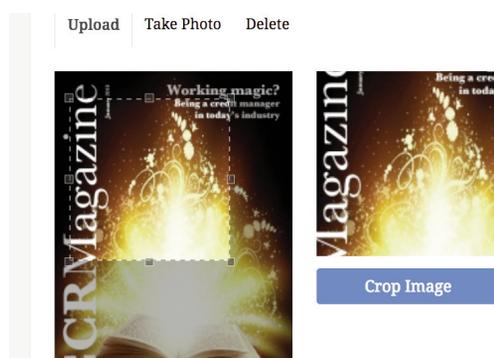
6, Click 'Change Cover Image' – this is the top banner of your profile page, so could be relevant either to yourself or your company. For best results, upload an image 1500 pixels wide and 225 pixels tall.

NB. If you wish, you can use the generic CCR Cover Image available at this link:
http://www.ccrmagazine.com/wp-content/uploads/2018/05/Profile-cover-image.jpg