

Editing Profiles

- Login using your username and password
- On the top of the home page is a gold box with the Letter H in it - your username is next to this with a white down arrow to the right of your name
- Click on the down arrow
- Click on Profiles – this will list any family members that have an existing profile
- Select one of the profile name(s)
- The name you chose will show up on the page under Profile Information
- Verify that you are only using their first and last name – there is one line for first name and one line for last name – no middle initials needed
- If you need to edit a name – click on the first or last name and an edit box appears
- Then click on update
- Do this for each profile
- To go back to the home page click on the gold box in the upper left corner