GA Solar
GEORGIA SOLAR ENERGY ASSOCIATION

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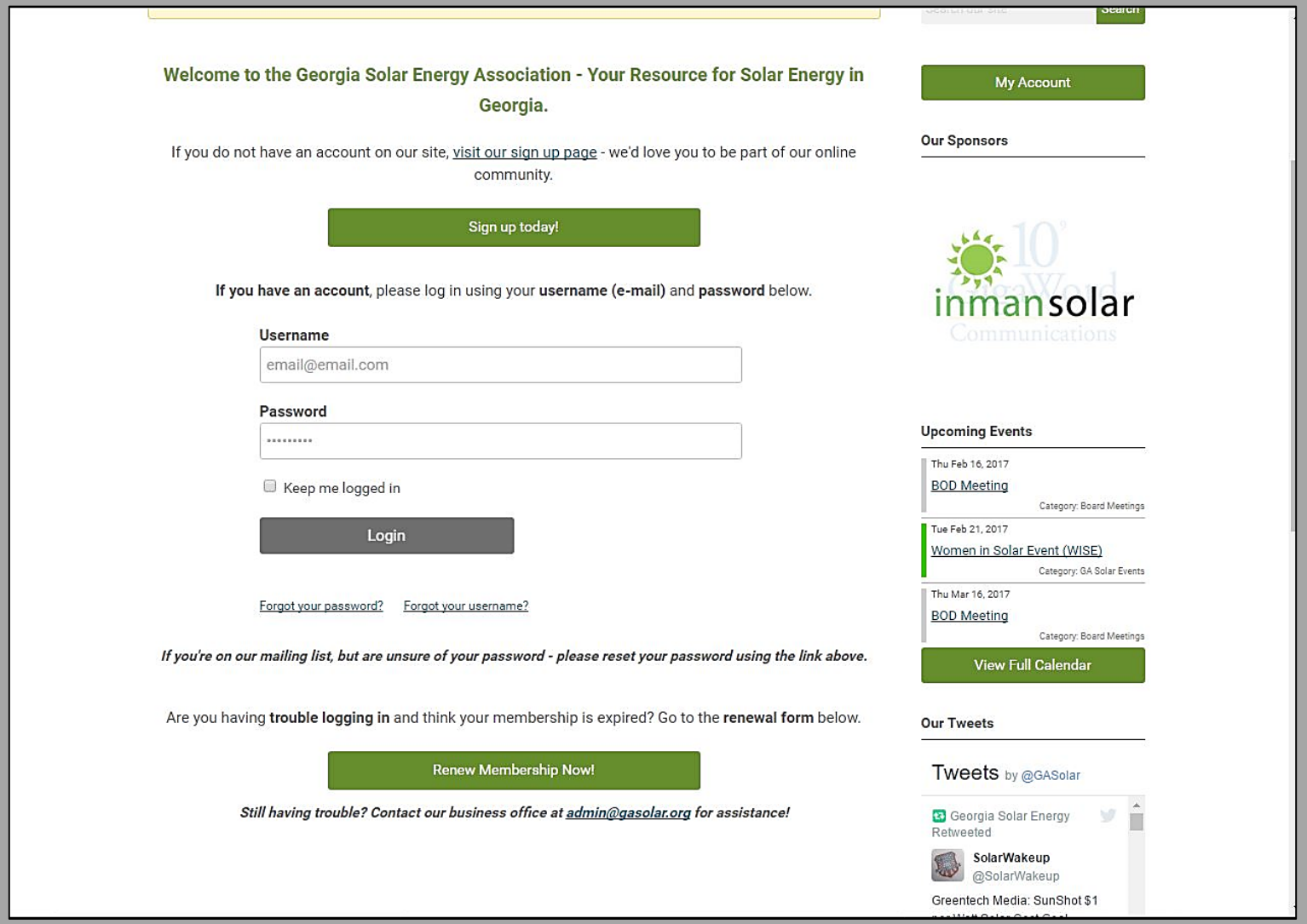
How – To Guide

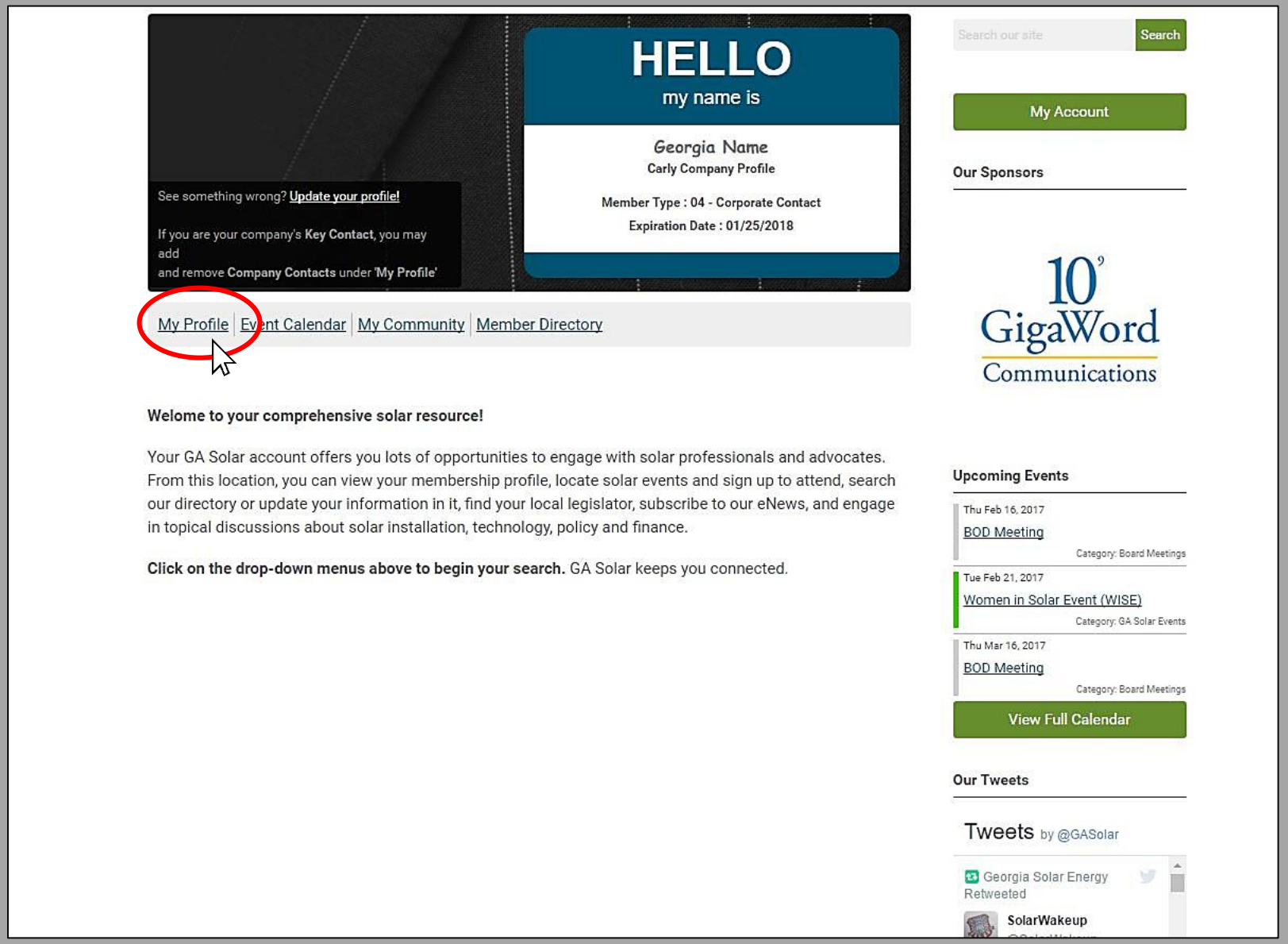
Making Your Online Experience Easier

Updating Profile Picture / Logo

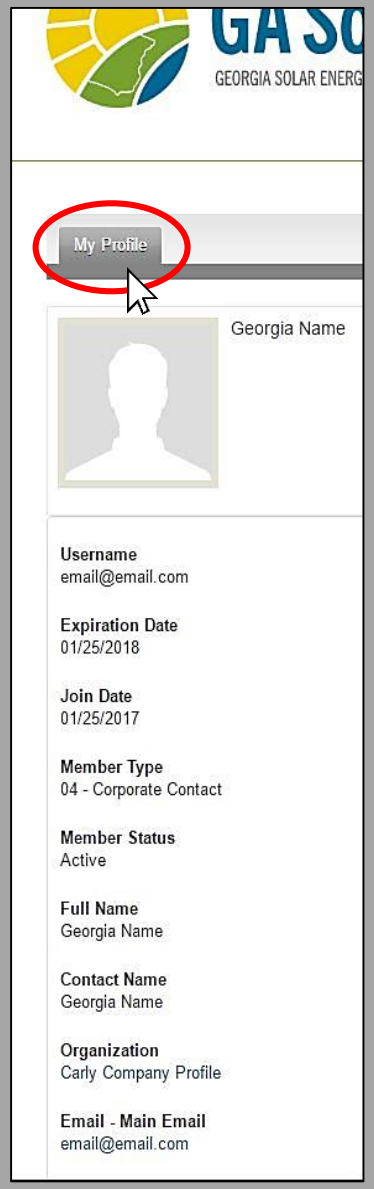
Login to your account using your email as the Username and the Password you have previously chosen.

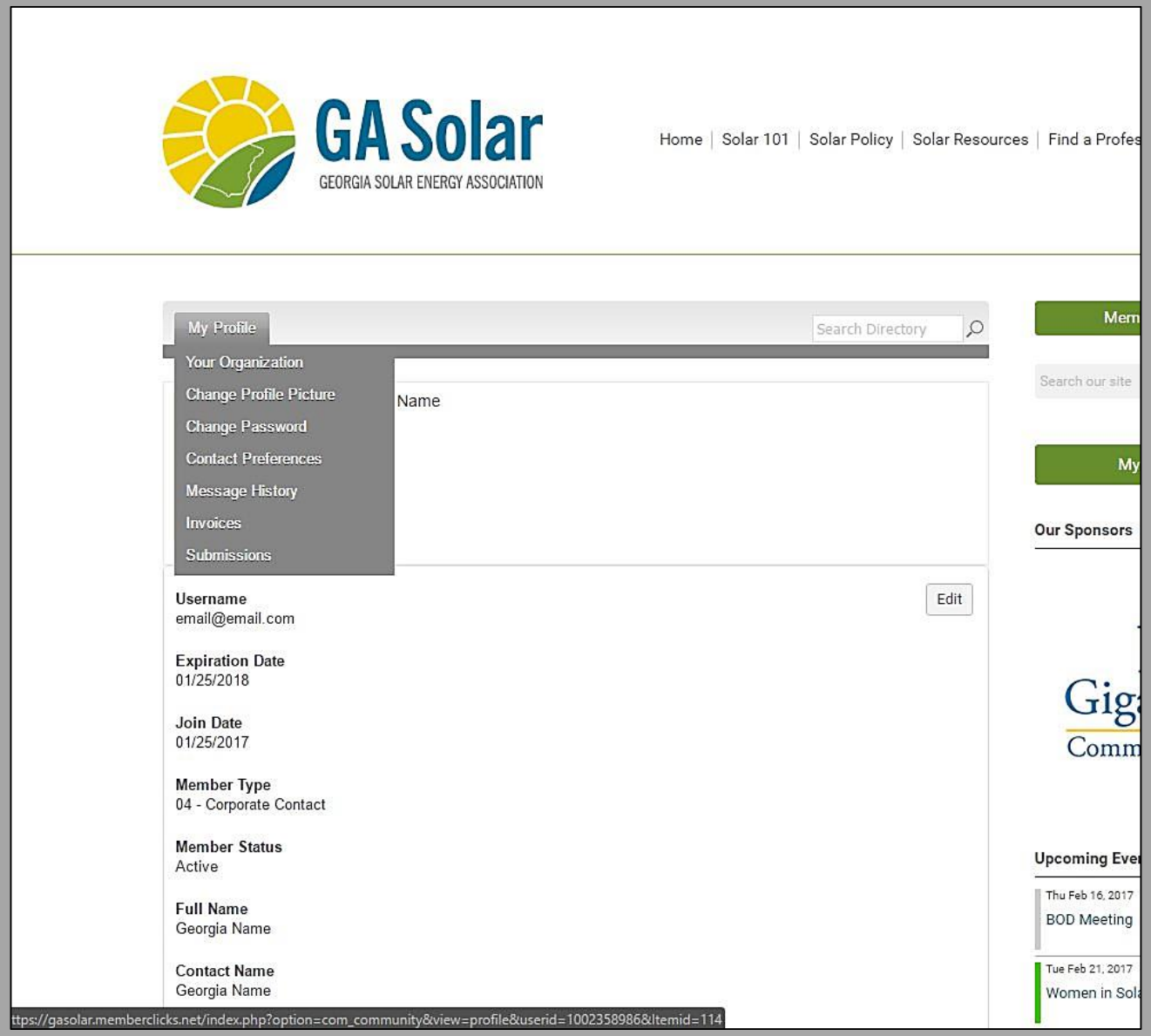


Select '**My Profile**' to begin editing



Main Page – Go to the ‘My Profile’ gray tab and <u>hover</u> to view the drop-down menu.

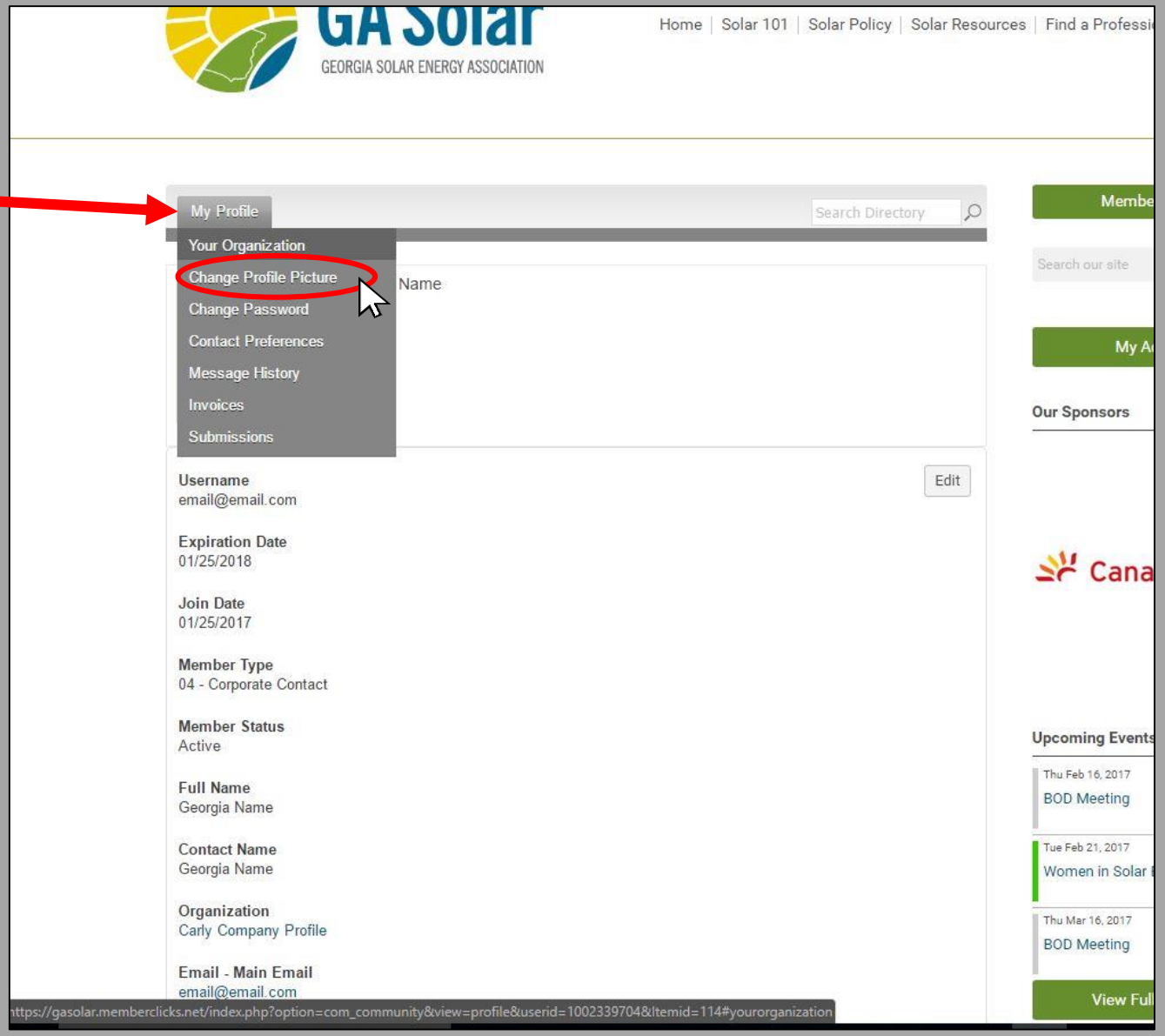




Individual Profiles are edited by using the gray Drop-Down menu.

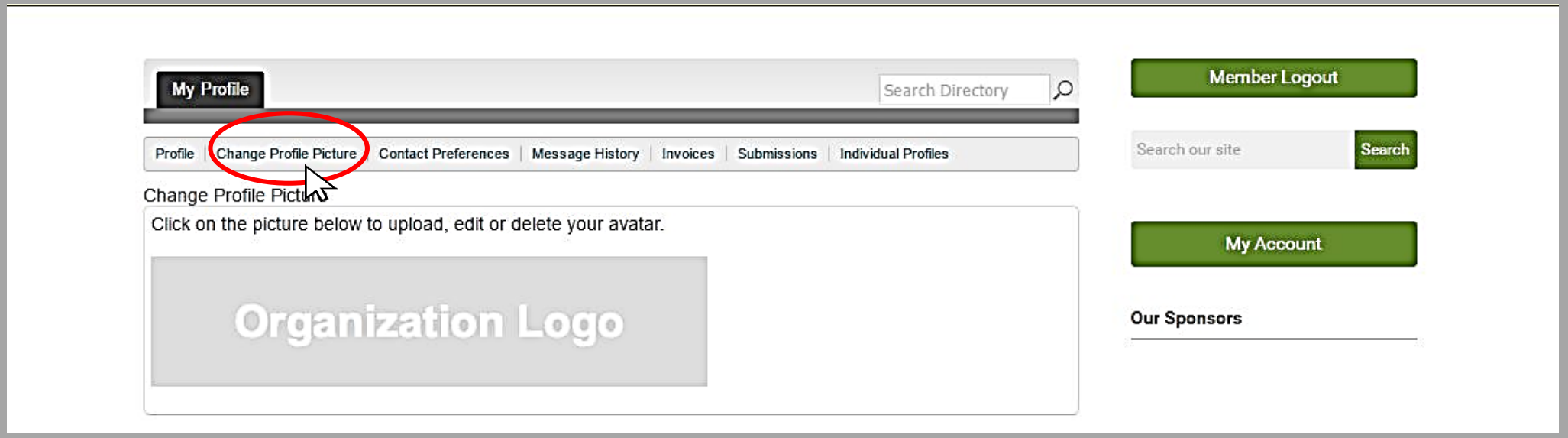
Only **Key Contacts** can edit Company / Organization Profiles. You will use this for **personal photo** as a Key Contact. (See next page)

To navigate to the **company's** profile, click on 'Your Organization' to navigate to your company's profile.

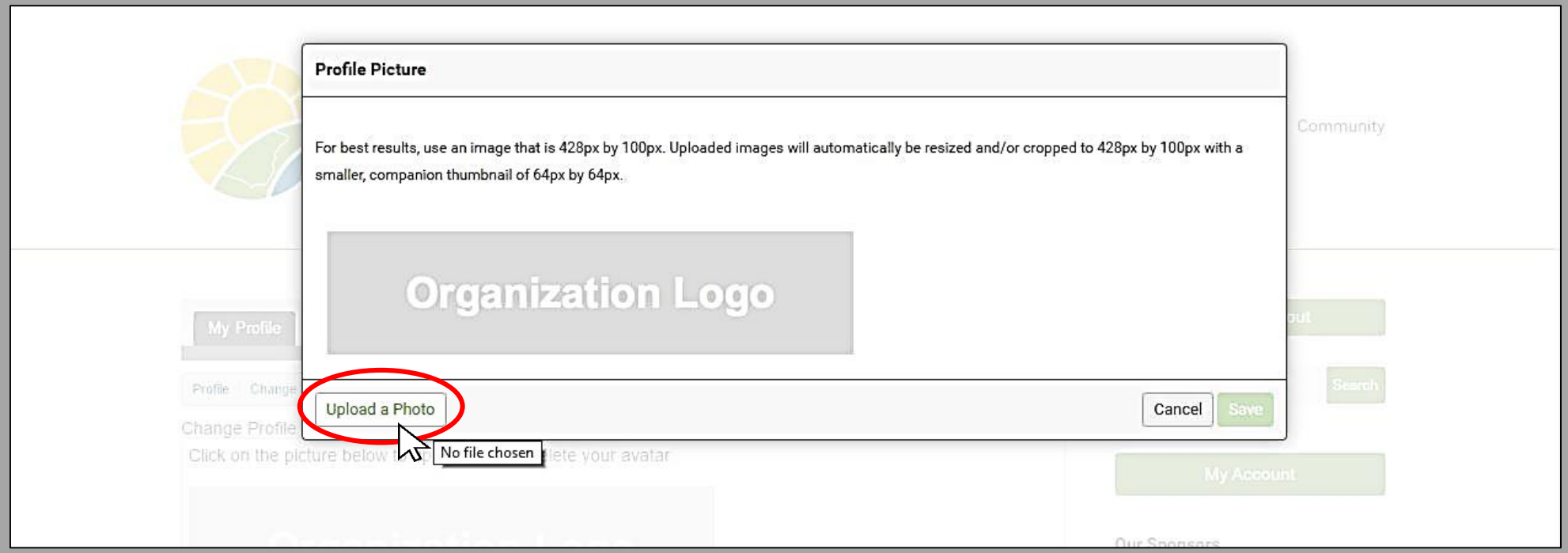


KEY CONTACTS: Edit/Upload Company Logo

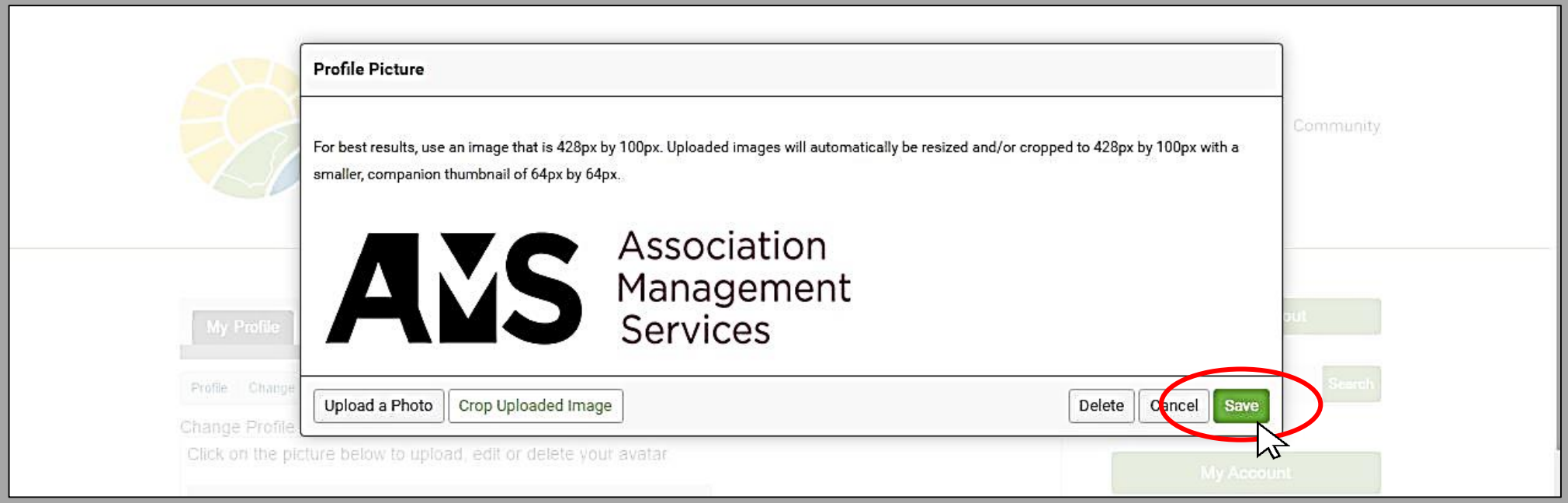
After selecting 'Your Organization' click on the Change Profile Picture (Top Menu Tab) to begin.



Click Upload – This will take you to your own library. Chose an image that is 428px by 100px for optimal results. You will have the option to edit after uploading if the image does not fit this criteria.



Your **image** should appear – Click Save



Thank you!

Please let us know if you have any questions:

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