

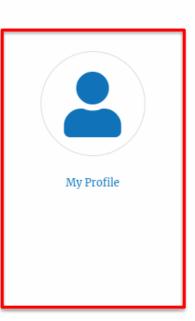
HOW TO EDIT YOUR USER PROFILE?

1. Click on the **My Profile** tile from the main dashboard.

Dashboard

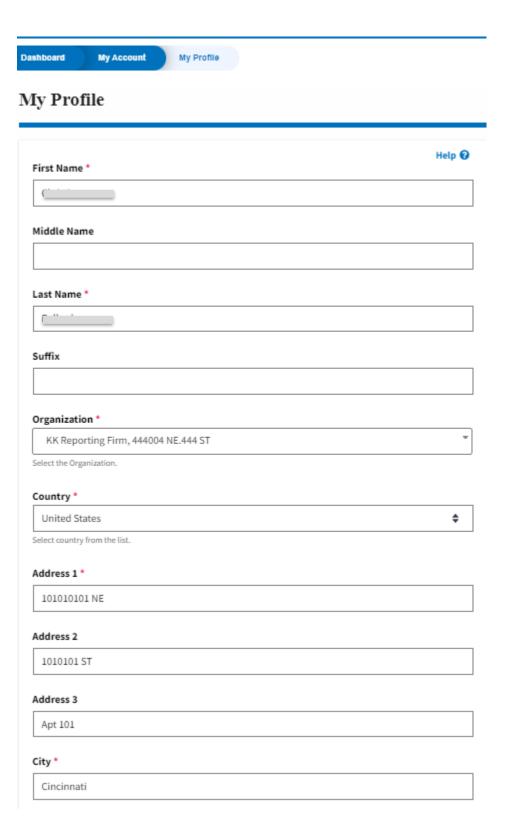








2. Edit the fields in the displayed form and click on the Save button





Cincinnati	
tate *	
Ohio	‡
Zip Code *	
45201	
ip code format should be : NNNNN (optionally NNNNN-NNNN) (N-Number, A-Alphabet)	
Time Zone	
America/New York	\$
Main Phone Number *	
nternational phone number formats are supported	
Mobile Phone Number	
nternational phone number formats are supported	
Email Address This is the email used to login to the system. You cannot edit/change this value.	
This is the email used to login to the system. You cannot edit/change this value.	
Email Address	
This is the email used to login to the system. You cannot edit/change this value. I am an attorney	
This is the email used to login to the system. You cannot edit/change this value. I am an attorney	
This is the email used to login to the system. You cannot edit/change this value. I am an attorney User Type	
This is the email used to login to the system. You cannot edit/change this value. I am an attorney User Type Court Reporter	A
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3. The data will be saved, you will be taken to the main dashboard and a confirmation message will be displayed.

