

Adding a picture to your Profile

1. Login to Elexio.
2. Just under your name click on the tab that says "Edit".
3. In the Section that says "Personal" on the right hand side under the title "Picture", click "Browse".
4. Select a picture to upload to your profile, pictures must be smaller than 5MB and in PNG, JPG/ JPEG format.
5. You can choose to crop your photo by selecting "Crop". Your picture will show in a circle and you can adjust the size and width of the picture by moving the sliding radio button left or right. You can reposition your picture by clicking on it with the cross cursor and moving the picture up or down.
6. Once a picture is uploaded go to the bottom of your page and on the lower left hand side click "Save".