



# How to Update Your National Profile



<b>Step 1:</b>	Open your web browser, navigate to the BHHS Resource Center and log in with your username and password.
<b>Step 2:</b>	At the top right corner next to your profile photo, click the drop down arrow, then click, “My Profile.”
<b>Step 3:</b>	At the top right corner next to your name, click, “Edit.” This will allow you to change the, “About Me” section as well as your contact information.
<b>Step 4:</b>	Under the “Profile Picture” section, click, “Change” to update with your most recent agent headshot.
<b>Step 5:</b>	Once all changes have been made, click, “ <b>Save.</b> ” You’re all done!

FOR MORE INFORMATION, VISIT THE **AGENT HELP SITE**  
**THROUGH CABERNET CORNER.**