

## How do I Customize My Personal Profile?

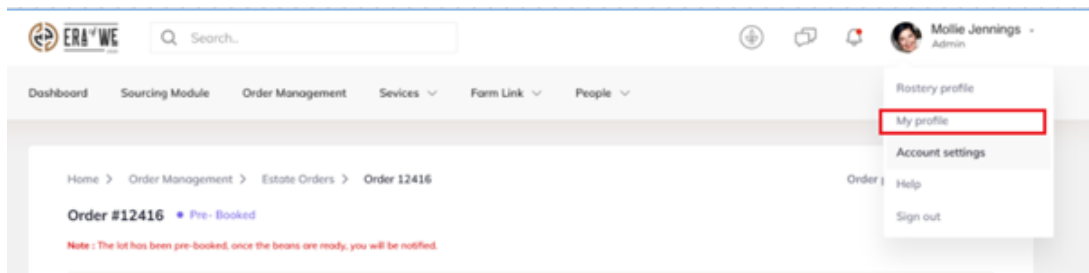
Nehal Gowrish - 2021-09-14 - Account & Profile Management

### BRIEF DESCRIPTION

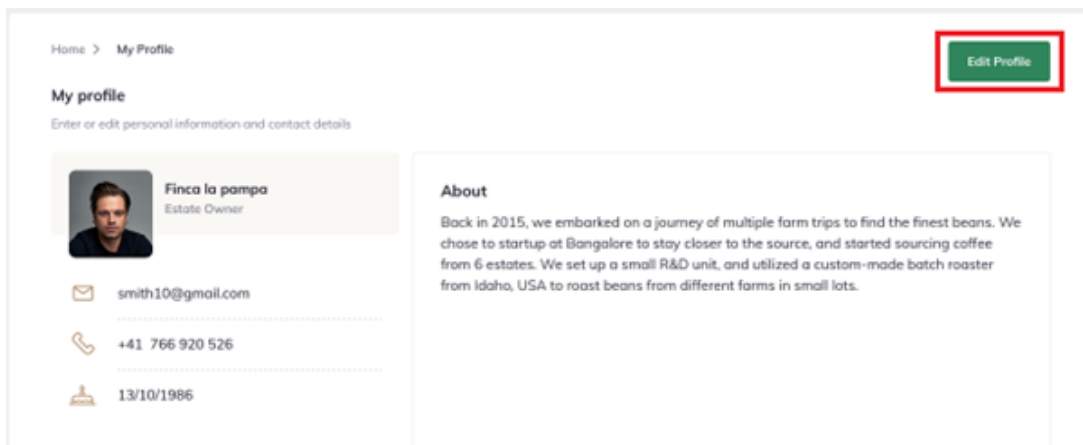
The Era of We application allows you to change your personal details in the profile. In this documentation, you will understand how to customize your profile.

### STEP BY STEP GUIDE

Step 1: Log in to your account, click on your profile icon at the top-right corner of the interface, and select 'My profile' option from the drop-down menu.



Step 2: Next, click on the 'Edit profile' button to edit your profile.



Step 3: Here you will see options to customize your personal profile. You can add a profile picture, update your name, personal bio, date of birth, contact details, and role. All fields marked with an asterisk (\*) are mandatory.

Home > My Profile

**My profile**  
Enter or edit personal information and contact details

**Cancel** **Save**

**Upload your picture**  
You can upload a JPG or PNG file. Max file size limit 2MB

**Name\***  
John Smith

**Tell us a bit about yourself! (Optional)**  
Describe your problem

**Email address\*** john@sewn.com **Phone number** +46 8760987698

**Date of birth** 13/10/1986 **Role** Sales and Marketing

**Certification name** Excellence in roster 2017

**Upload certificate**  
**Attach** **Save**  
You can upload a JPG or PNG file. Max file size limit 2MB

**+ Add another certificate**

You can also upload your certifications with details such as title, year issued, and an image


or other file showing the certification.

Home > My Profile

### My profile

Enter or edit personal information and contact details

[Cancel](#) [Save](#)

  
**Upload your picture**  
You can upload a JPG or PNG file. Max file size limit 2MB

Name\*

Tell us a bit about yourself! (Optional)

Email address\*  Phone number

Date of birth  Role

Certification name

Upload certificate

You can upload a JPG or PNG file. Max file size limit 2MB

[+ Add another certificate](#)


Step 5: Finally, click on 'Save' to store your changes.

### My profile

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Cancel

Save

  
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John Smith

**Tell us a bit about yourself! (Optional)**  
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Excellence in roster      2017

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Thus, you can customize my profile as a roaster.

“If you still have any queries, then please feel free to connect with our support team.”