

## How do I Customize My Personal Profile?

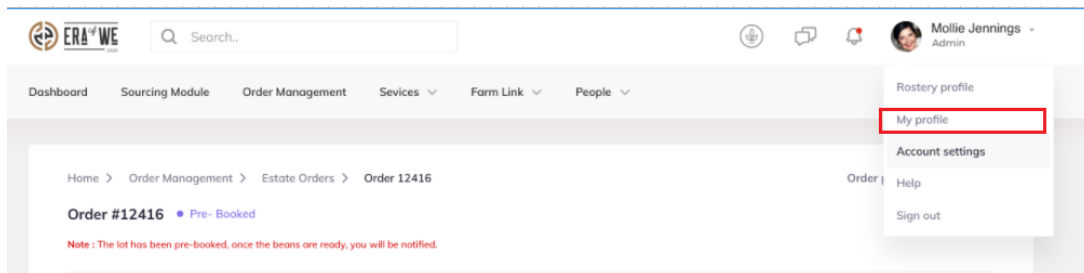
Nehal Gowrish - 2021-09-14 - Account & Profile Management

### BRIEF DESCRIPTION

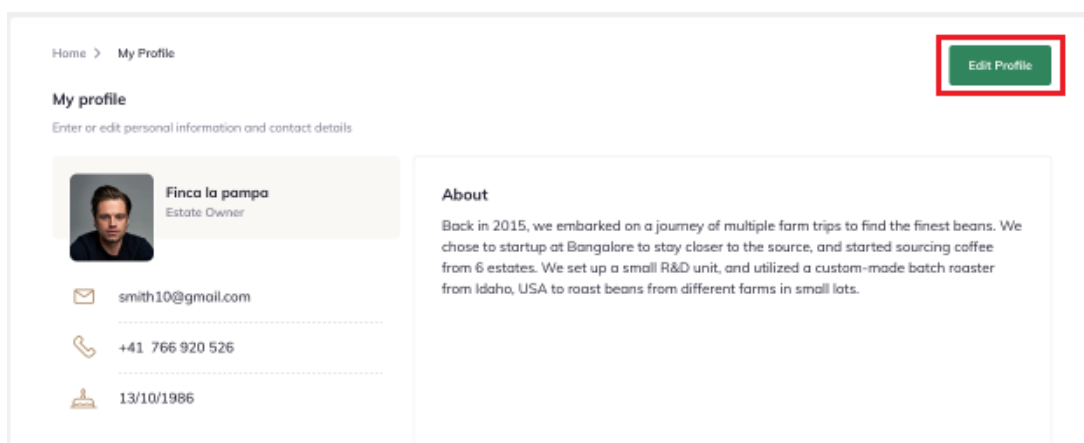
The Era of We application allows you to change your personal details in the profile. In this documentation, you will understand how to customize your profile.

### 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\*

Tell us a bit about yourself! (Optional)

Email address\*  Phone number

Date of birth  Role

---

Certification name

Upload certificate  
 [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.

### 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**

|   |                                   |
|---|-----------------------------------|
| <input type="text" value="Excellence in roster"/> | <input type="text" value="2017"/> |
|---|-----------------------------------|

**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

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](#)

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.”***