

## How do I add certificates to my personal profile?

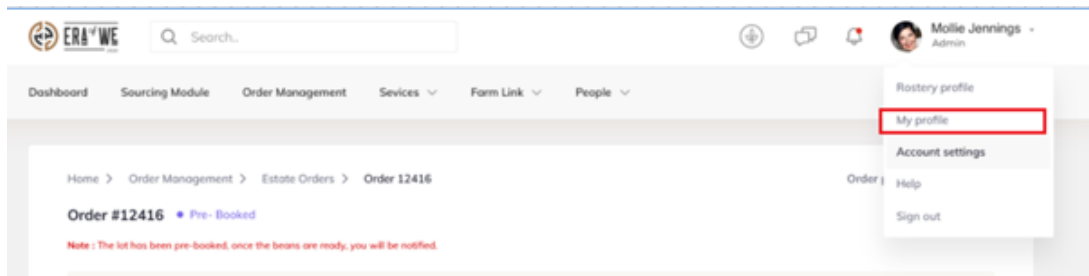
Nehal Gowrish - 2021-09-14 - Account & Profile Management

### BRIEF DESCRIPTION

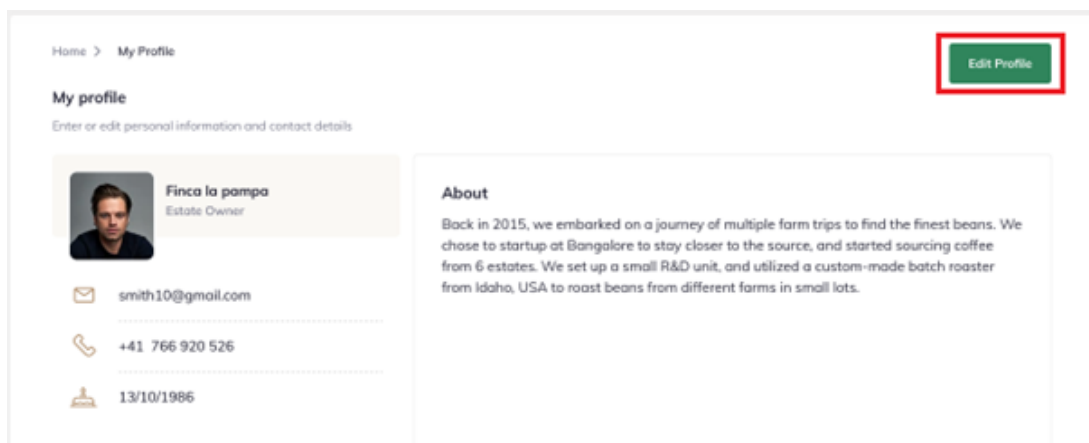
This guide will contain information on how to add certificates to your personal profile as a roaster.

### STEP BY STEP GUIDE

1. Log in to your account and navigate 'My profile' in the menu.



1. Click 'Edit Profile' on the top right-hand corner to start adding certificates to your personal profile.




1. Scroll down and you will see a section for certifications. You can 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\***  
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

1. Finally, click on 'Save' to store your changes.

### My profile

Enter or edit personal information and contact details

Cancel

Save



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