

## Upload your photo into Arbiter -- Here's how

First and foremost, you must have a digital photo of yourself on your computer. If you don't have a digital camera or don't know how to use one, ask a friend or family member to take your photo and transfer the photo from the camera to your computer or email the photo image to you. Either way, once your photo is on your computer, you can upload it to Arbiter by following these steps:

- 1) Log in to Arbiter.
- 2) Click on the "Profile" tab.
- 3) This takes you to the "Update My Information" page. Click on "Picture" under the "Account" column.

- 4) This takes you to the "Add an image to your user account" page. Click on the link to add or change a picture. Then (on a Mac) click on the "Choose File" button. On a PC, fill in the Browse box with the location where your photo image is stored on your computer (for example, Desktop). Once you have located your photo, double-click on the icon. This returns you to the "Add an image" page. Click "Upload" to send the photo to the "Update My Information" page.

- 5) Click the "SAVE" button, and you are done. It is a good idea at this point to log out of Arbiter and quit your browser. Then, restart your browser, log into Arbiter again, click the PROFILE tab, and you should see all your contact information and the photo that you just uploaded.

Phone Numbers	Ext.	Type	Carrier	Public	Note	Test
203-605-7868	Ext.	Cellular		<input checked="" type="checkbox"/>		<input type="button" value="Test"/> <input type="button" value="X"/>
203-691-3829	Ext.	Work		<input checked="" type="checkbox"/>		<input type="button" value="Test"/> <input type="button" value="X"/>
203-469-9941	Ext.	Home		<input checked="" type="checkbox"/>		<input type="button" value="Test"/> <input type="button" value="X"/>