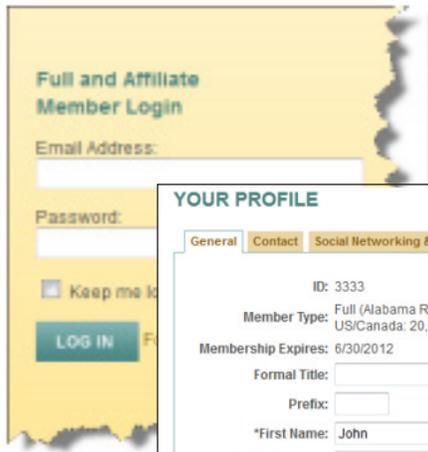


## Quick Start Steps to Updating Your Profile

### Editing your individual profile



**YOUR PROFILE**

General | Contact | Social Networking & IM | Education & Work | Bio & Expertise | Preferences | Participation

ID: 3333  
 Member Type: Full (Alabama Real Estate Commission)  
 US/Canada: 20,001-30,000 Licensees  
 Membership Expires: 6/30/2012

Formal Title:   
 Prefix:   
 \*First Name:   
 Middle Name:   
 \*Last Name:   
 Suffix:   
 Nickname:

**User Account Login**

\*Email:   
 Change password...

Photo: Will be constrained to 300x300 pixels.

1. Log into arello.org
2. Choose "My Profile" in the left navigation column
3. Edit the information contained within each of the tabs

### Managing your Organization's Profile

(Note: This tab is only available to the primary or assigned administrator)

#### EDIT MEMBERSHIP

##### Acme Real Estate Commission

Total Active Accounts: 10

Calculated Annual Rate:

General | Jurisdiction | Juris. Program Participation | Accounts | Orders | History

Show Disabled Accounts

Display 10 records per page

Quick Filter:

	Formal Title	First Name	Last Name	Email	Status
	Compliance Auditor				
	Commissioner				
	Auditor				
	Commissioner				
	Executive Director	John	Smith	jsmith@example.com	Primary
	Director of Enforcement				
	Commissioner				
	Commissioner				
	Director of Licensing & Education				
	Commissioner				

Showing 1 to 10 of 10 records

<sup>1</sup>Disabled accounts are generally people who are no longer with the agency, but are not deleted to maintain history of activity with in ARELL

1. Log into arello.org
2. Choose "Manage Membership" in the left navigation column
3. Choose the "Accounts" tab
4. Edit the individual's info by clicking
5. Click on the icon to assign an additional individual the role of membership administrator.