HOW TO ADD A PROFILE PHOTO

- 1. Log in to <u>novatoheights.com</u> using your email and password.
- 2. Click on your account name in the upper right hand corner of the screen to access the user menu. Then click on Member Settings.



3. On the Member Settings screen, click on the Profile tab.

Member Settings					
I General	Profile	Password	Contact	Privacy	🛧 Admin
This additional information will show up in the resident directory (if available) to help other members get to know you better.					
Profile photo Upload new photo					
Choose file					

- 4. Click on the "Choose file..." button to upload an image file as your profile photo. The file must be in a standard image format such as jpeg, png, etc.
- 5. Click on the Save button to save your changes.