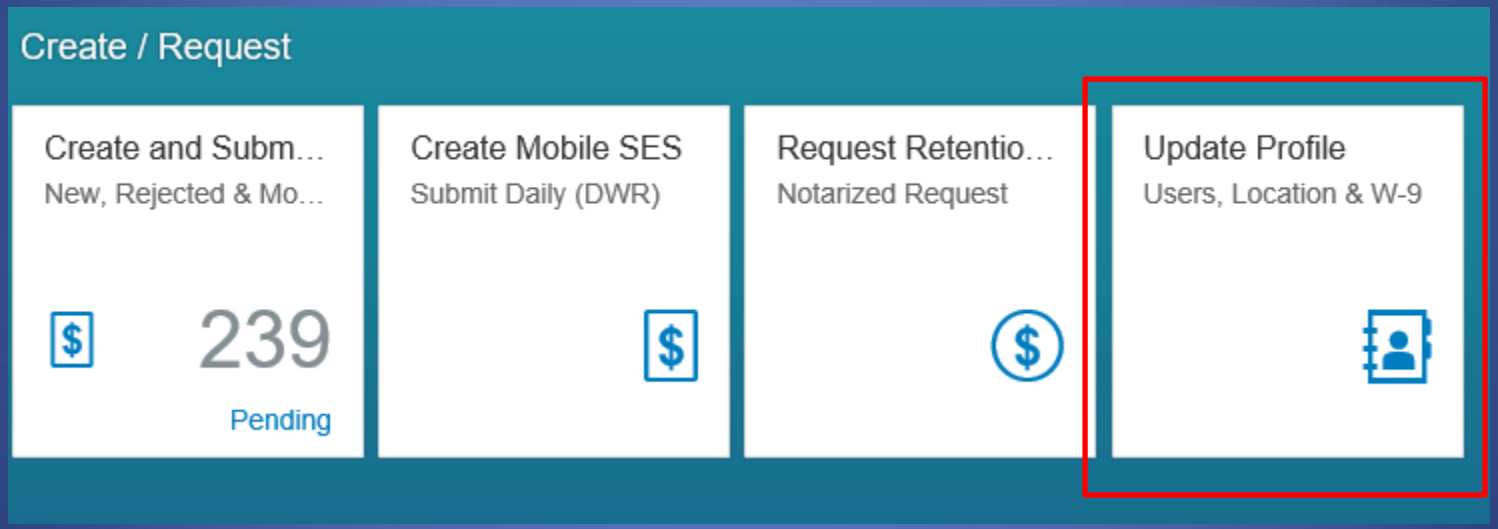
How to Update Profile

Adding Roles

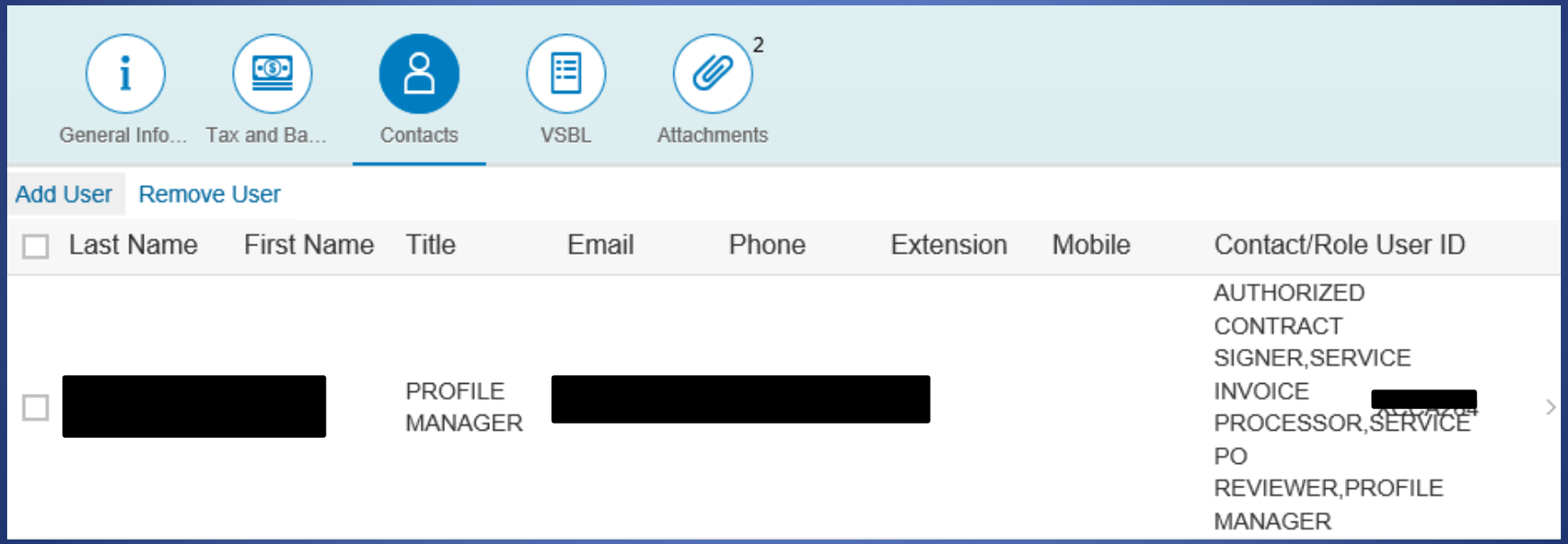
Updating the company's profile can only be done by the designated Profile Manager

- If there is no profile manager, contact 402-544-0025 or email smg@up.com
- If the profile manager needs to be changed, please email smg@up.com with the company's vendor code or recent purchase order and the new profile manager's name to begin the change process

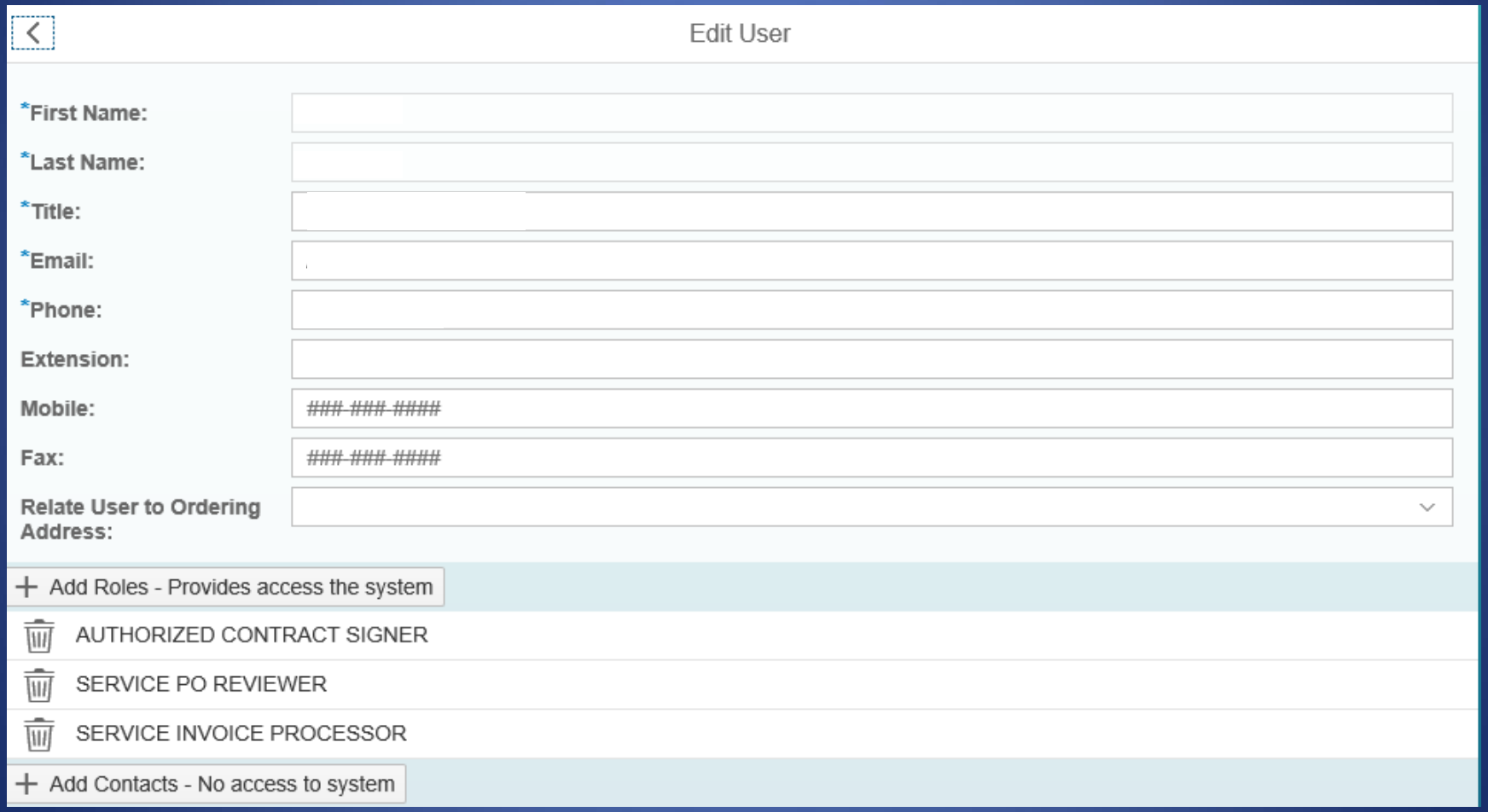
When logged in as Profile Manager, the Update Profile Tab will be present in the Create/Request Section on the SourceHub home screen



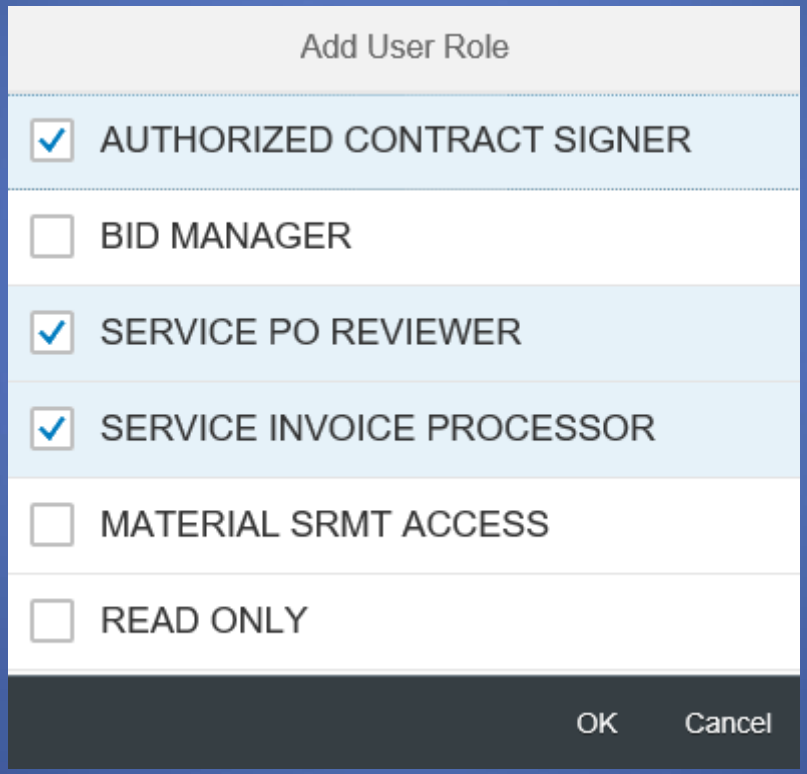
Contacts allows edit of authorized contacts as well as Roles

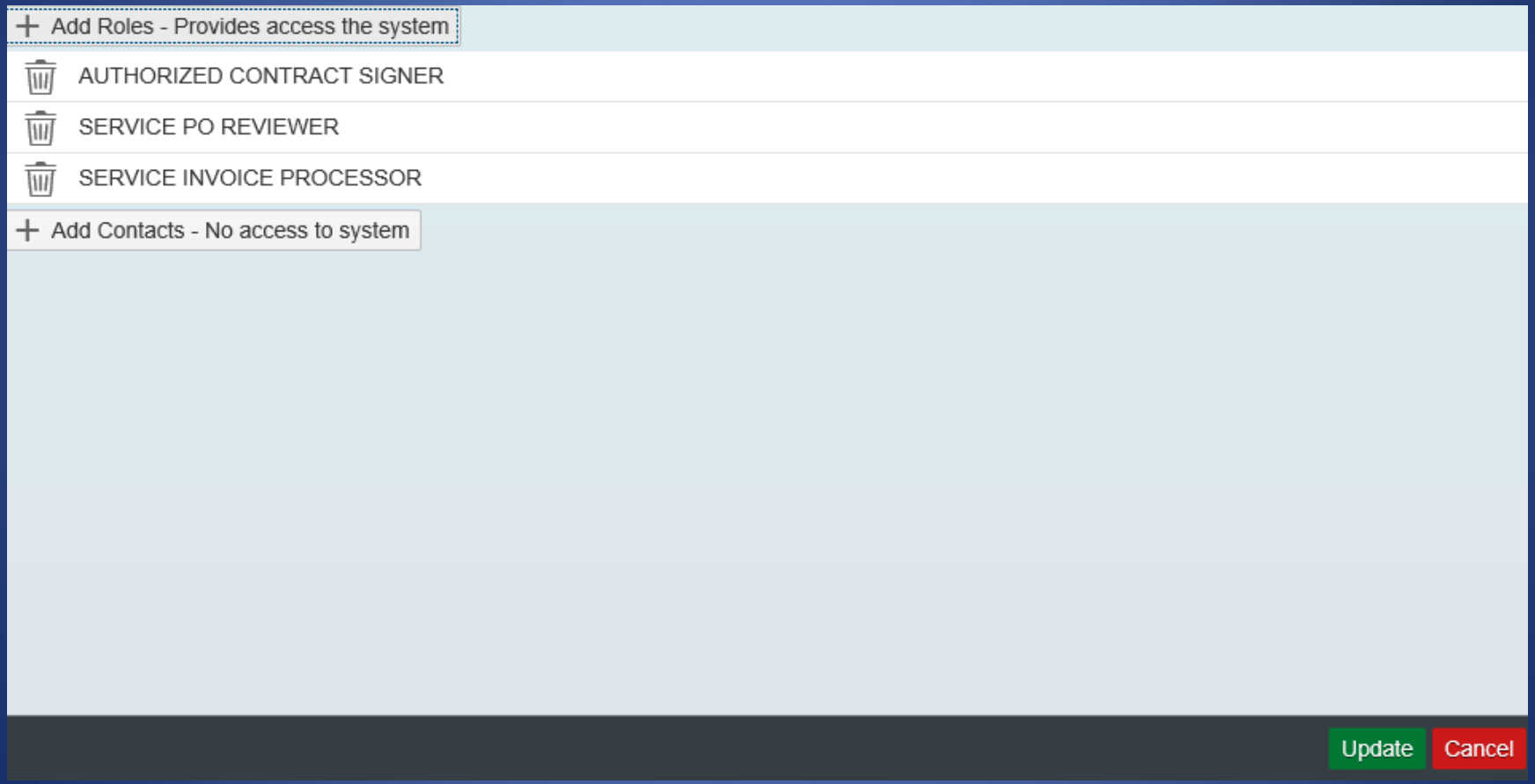


Select a name to edit their info and Roles. Select “Add Roles” to add new roles to the user



After selecting “Add Roles”, a pop-up box will show up. Select the appropriate roles to add



Click “OK” when finished

Click the Green “Update” button to save all updates