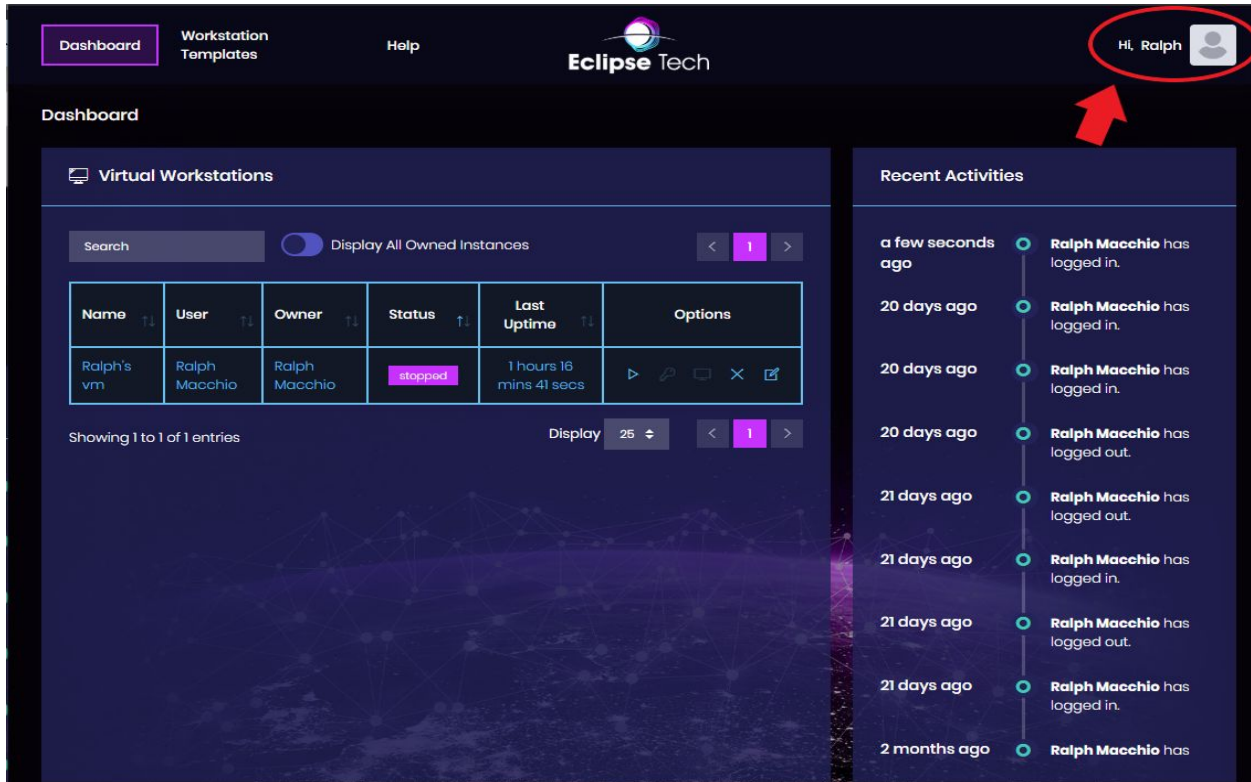
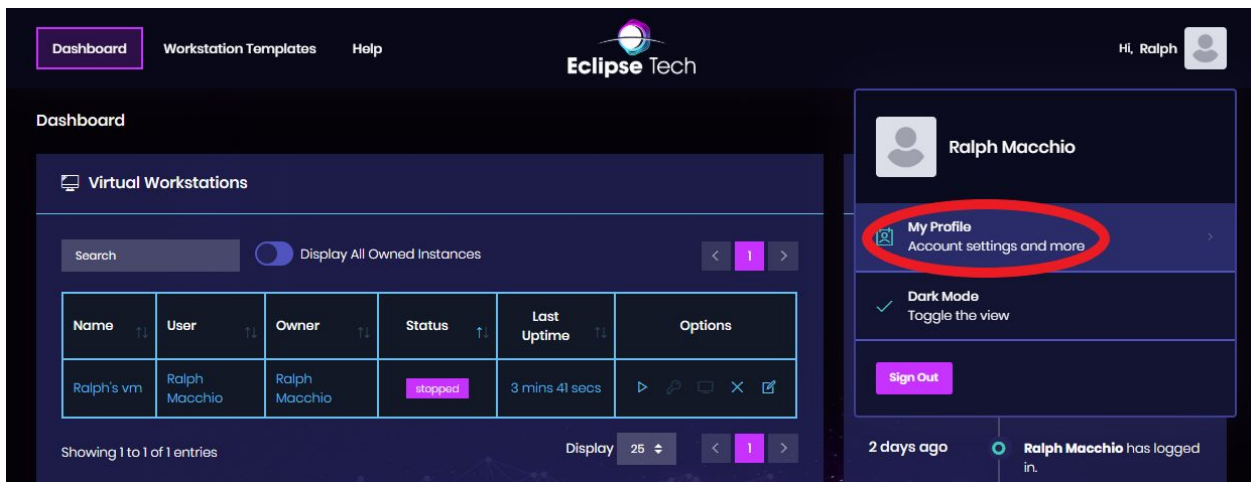


# Adding Personal Information

1. From the “Dashboard” page select your **Username** in the upper right corner.

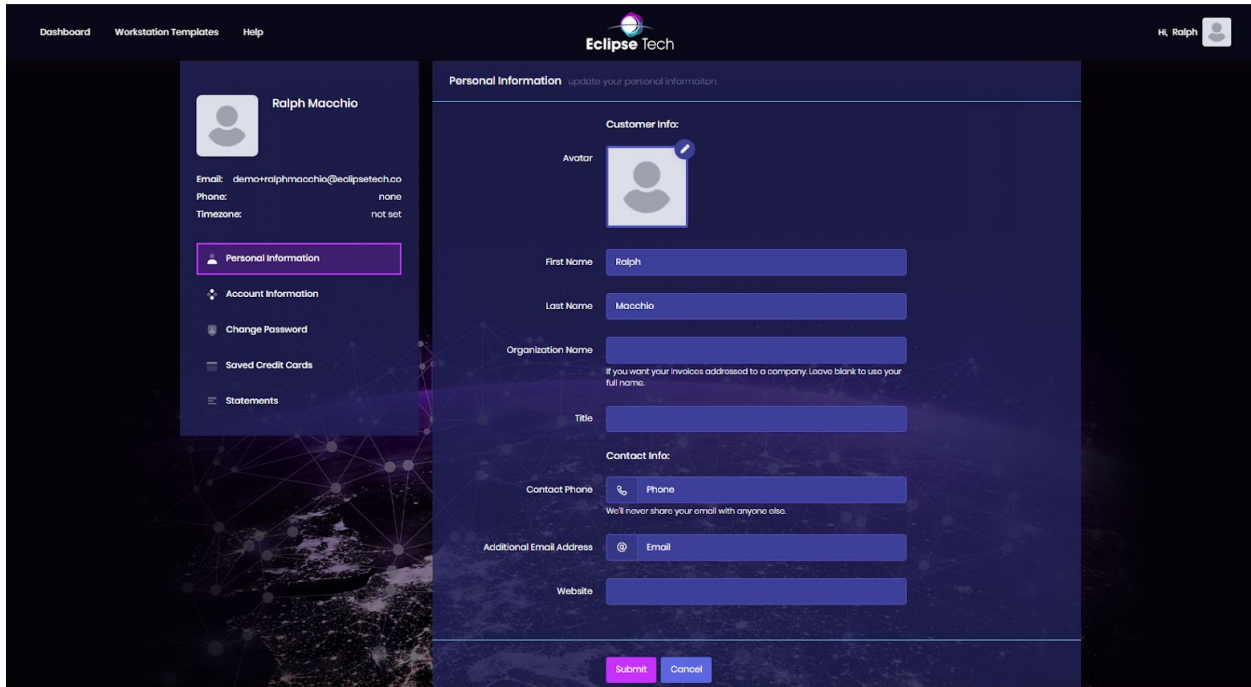


2. Select “My Profile.”



# Adding Personal Information

3. Select **“Personal Information,”** and fill out the information requested on the form.



The screenshot shows the Eclipse Tech user interface. At the top, there are navigation links for 'Dashboard', 'Workstation Templates', and 'Help'. The user's name 'Ralph Maccchio' is displayed in the top right corner. On the left side, a sidebar menu lists various account settings: 'Personal Information' (highlighted with a red box), 'Account Information', 'Change Password', 'Saved Credit Cards', and 'Statements'. The main content area is titled 'Personal Information' with a subtitle 'update your personal information'. It contains a 'Customer Info' section with an 'Avatar' field (indicated by a red checkmark), and input fields for 'First Name' (filled with 'Ralph'), 'Last Name' (filled with 'Maccchio'), 'Organization Name', and 'Title'. Below this is a 'Contact Info' section with input fields for 'Contact Phone' (with a phone icon), 'Additional Email Address' (with an @ icon), and 'Website'. A note states 'We'll never share your email with anyone else.' At the bottom of the form are 'Submit' and 'Cancel' buttons.

4. Click the **“Submit”** button.