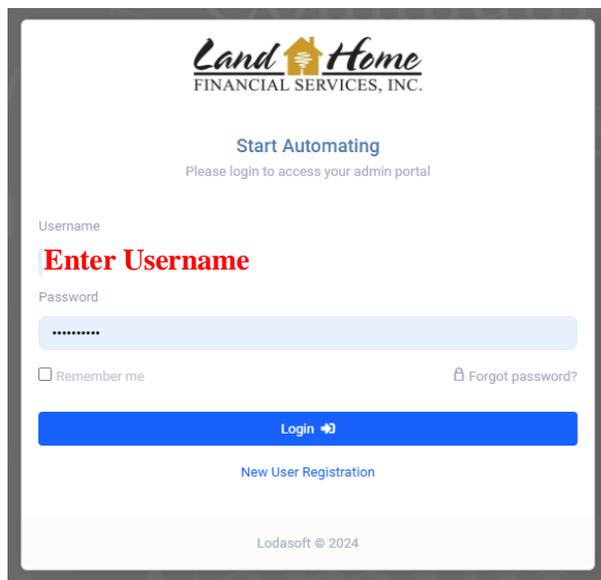# HOW TO CREATE OR EDIT PROFILE IN DASH

Please utilize the following steps to create or edit user profile in DASH.

Log into DASH

Enter credentials provided by LHFS.

1. Click on the user icon located in the upper right corner.
2. Select "Profile"

Create / Edit signature:

1. Under the "Profile" tab select "Draw" or "Upload" to add or update signature
   - o **Option 1:** Click "Draw" to sign your signature, then press "Accept" once you're satisfied with the signature.
   - o **Option 2:** Upload preferred signature to DASH. Find the location where your signature is saved and click "Open" to upload it.
2. Click on "Save" located on the lower right side

This signature will appear on documents created through DASH.

Add or Edit Credentials:

1. Click on the user icon located in the upper right corner.
2. Select "Profile"
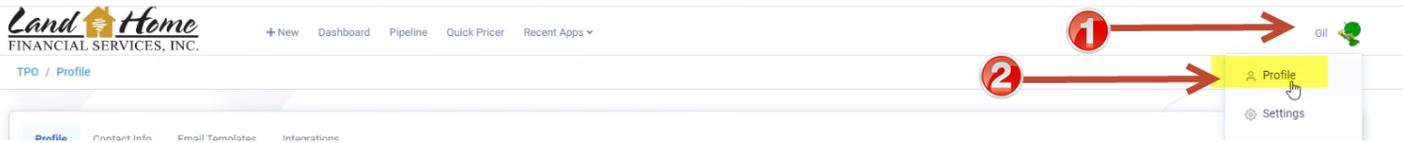
3. Select "Integrations" from the Profile screen,
4. Select the "Credit" tab, and
5. Create or update credentials by selecing the plus sign.
6. Select "Wholesale" from the Channel dropdown
7. Select Vendor
8. If applicable, select "Technical Affiliate"
9. Enter username and password
10. Click on "Select All" under "Default Bureaus"