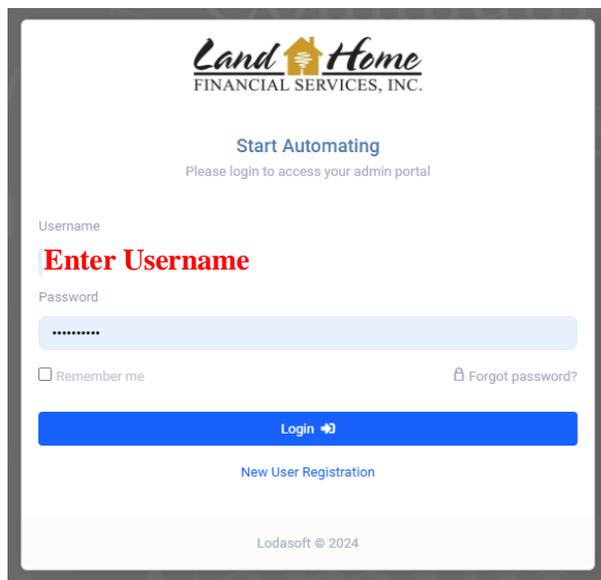


## HOW TO CREATE OR EDIT PROFILE IN DASH

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:

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

This signature will appear on documents created through DASH.

The screenshot shows the 'Profile' tab in the DASH system. The 'E-Signature' section has two buttons: 'Draw' and 'Upload'. A red box with arrows points to these buttons with the text: "Select 'Draw' or 'Upload' to add Signature".

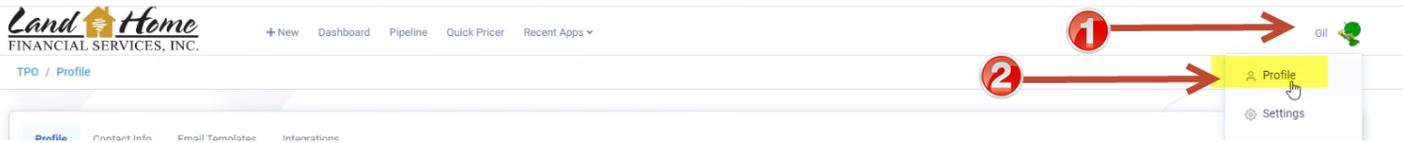
An inset window titled 'E-Signature' shows a drawing interface. A red box at the top says "Option 1: Draw Signature". A hand-drawn signature is visible. A red box on the right says "Sign and 'Accept'", with an arrow pointing to the 'Accept' button at the bottom right of the window.

Another inset window shows a file explorer titled 'Open' with the 'Downloads' folder selected. A red box says "Option 2: Upload preferred signature to DASH. Find location source where signature is saved and click on 'Open'". The 'Open' button is highlighted in yellow.

At the bottom of the profile page, there is an 'Avatar' section with a placeholder image and buttons for 'Pick an Image' and 'Remove Selected Image'. A red box says "Upon completion, click 'Save'", with an arrow pointing to the 'Save' button in the bottom right corner.

## 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 selecting 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"

