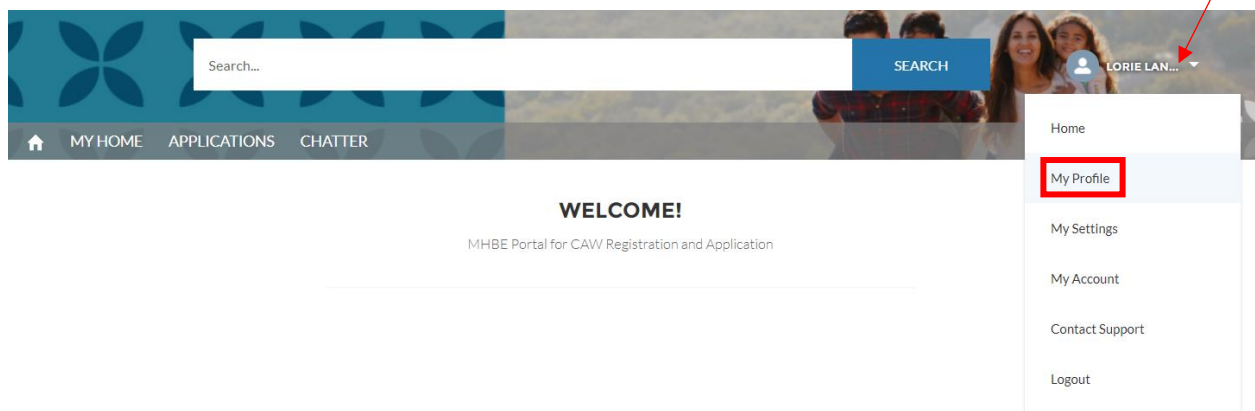
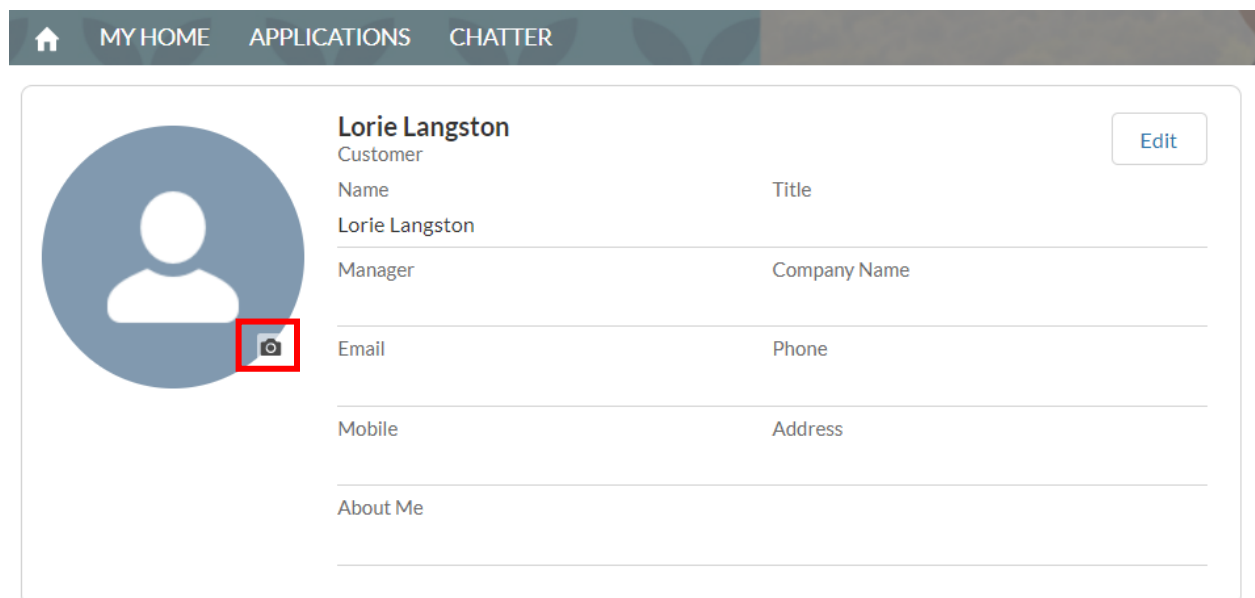


## Job Aid for Brokers to Upload a Headshot

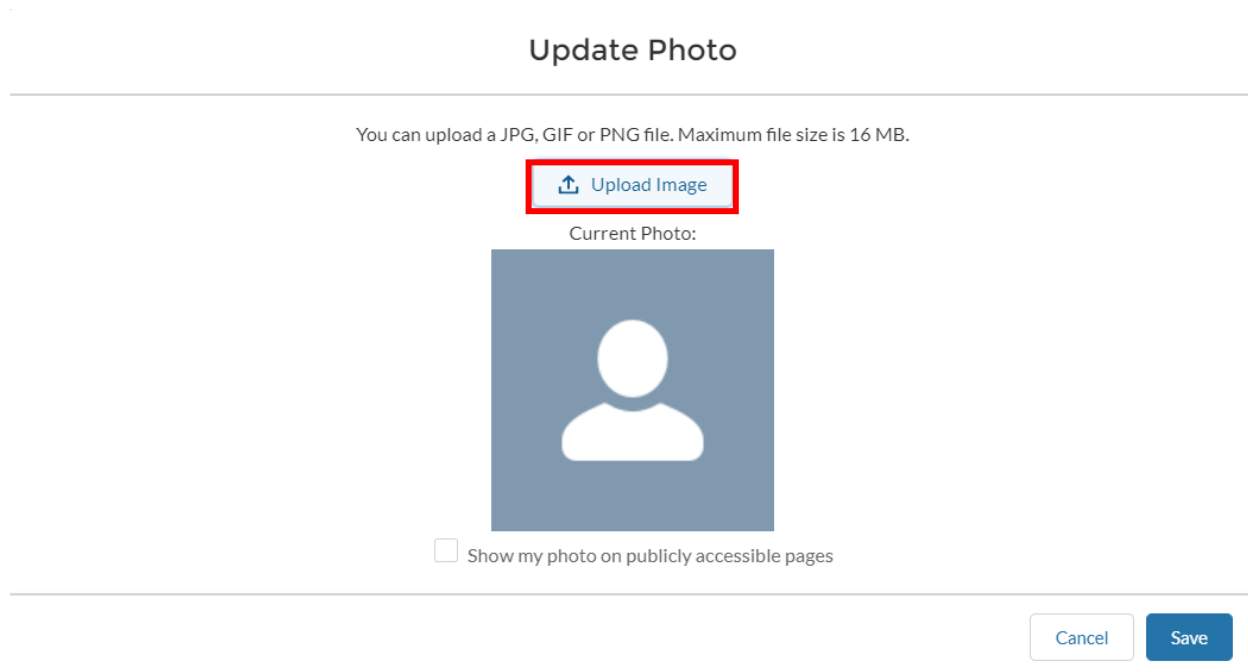
1. Login at <https://mhbe.force.com/training/CustomCommunityLogin>
  - Your username is your email address
  - If you need a password reset, select “Forgot Password?”
2. Select your name at the top right, then select “My Profile”



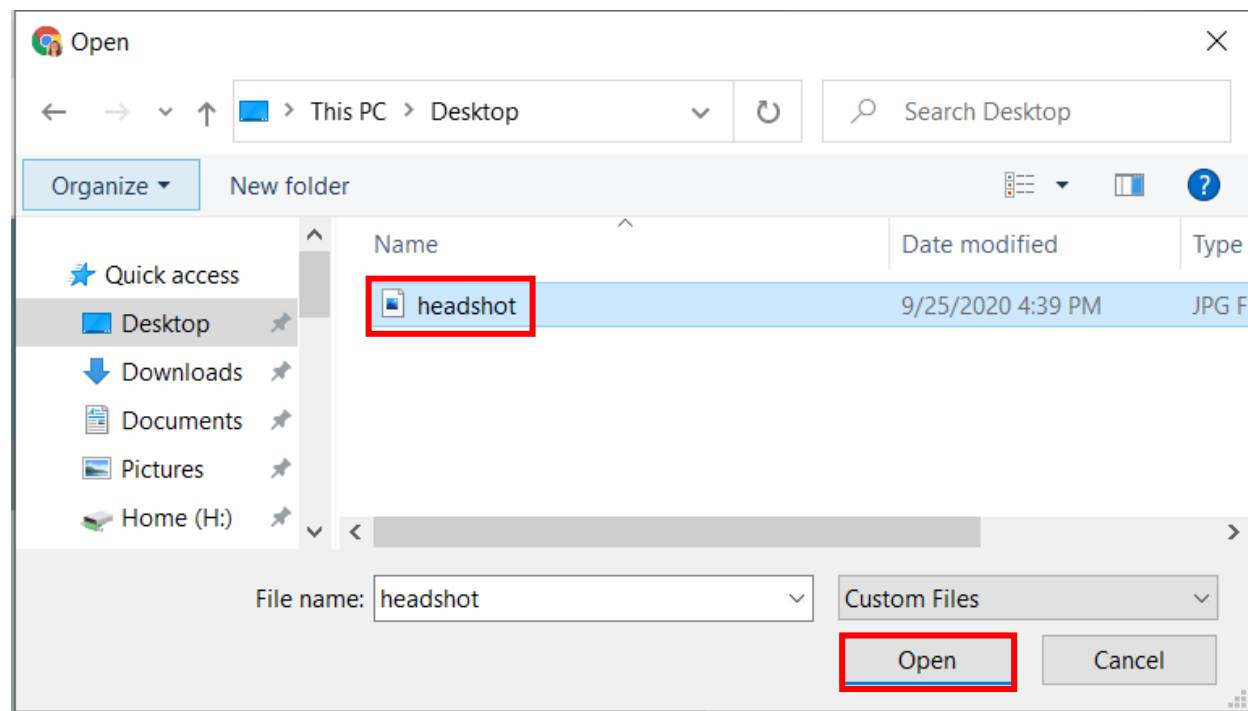
3. Select the picture icon



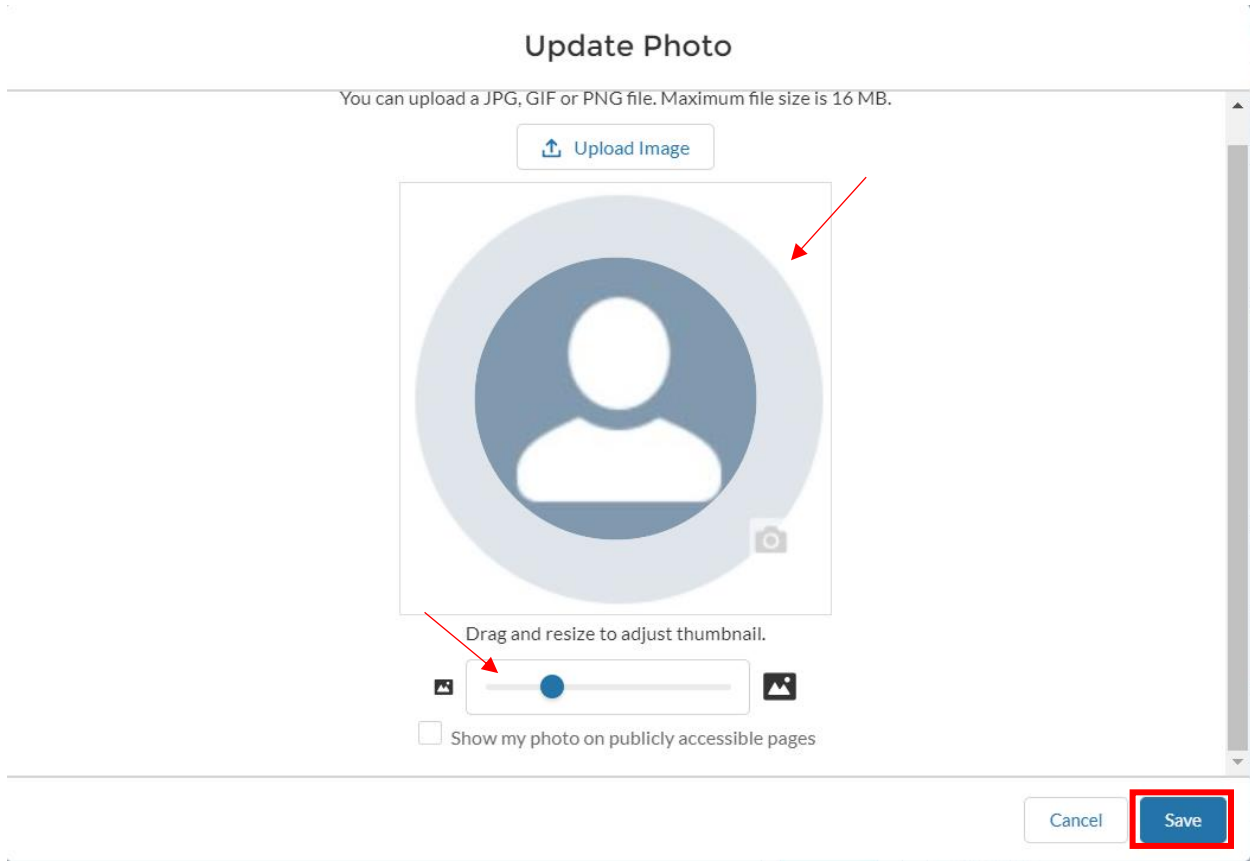
4. Select "Upload Image"



5. Select your image (JPG, GIF or PNG file – no larger than 16 MB), then select "Open"



6. Drag and resize your image as needed, then select “Save”



**Update Photo**

You can upload a JPG, GIF or PNG file. Maximum file size is 16 MB.

[Upload Image](#)

Drag and resize to adjust thumbnail.

Show my photo on publicly accessible pages

[Cancel](#) [Save](#)

7. Your headshot has now been uploaded – it may take up to 24 hours for your image to appear in the broker search