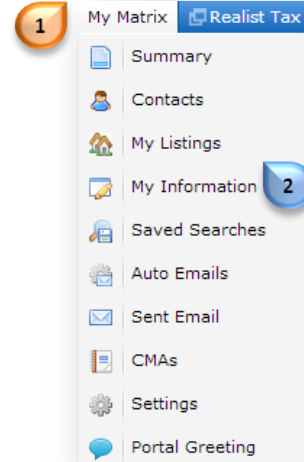


# Customize Portal Information

Hover over the “My Matrix” tab **1** and select “My Information” **2**



Select “Portal Information” **3**



Click the drop down arrow **4** for each field you would like to complete

Note: All drop down arrows include fields from your Matrix profile.

Click “Save” **5**

