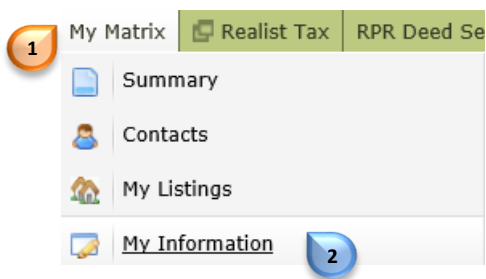
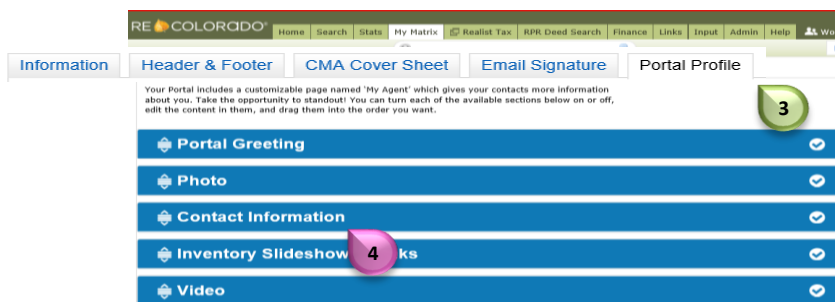


Add Contact Information to Your Portal Profile



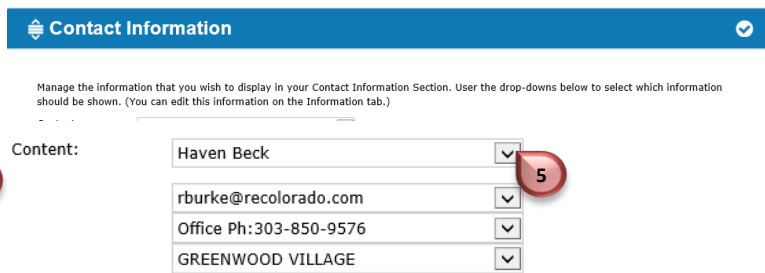
Hover over “My Matrix” 1 and select “My Information” 2

Select “Portal Profile” 3



Click “Contact Information” 4

To populate fields - click on the **dropdown arrow** 5 and select the desired information



Repeat this step for each available field



Click “Save” 6