

Add Photos to Your Individual and Family Profiles

If you have appropriate rights, you can add photos to individual and family profiles. All photos must be in .JPG format and the maximum image size you can upload is 10 MB.

Once you add the photo, the administrator receives a change request. Before the photo displays, the administrator must approve the change request. You cannot delete approved photos.

1. Point to **Home**, then click **My Profile**.
2. At the top of the page, click **Edit**.
3. On the Change Request page, click **Personal Photo**.
4. Click **Browse**. The Choose file dialog box displays.
5. In the File Upload window, select the photo that you want to upload and click **Open**.
6. Click **Save**.

1. Point to **Home**, then click **My Complete Profile**.
2. At the top of the page, click **Edit**.
3. On the Change Request page, click **Family**.
4. At the top of the page, click **Family Picture**.
5. Click **Browse**. The Choose file dialog box displays.
6. In the File Upload window, select the photo that you want to upload and click **Open**.
7. Click **Save**.

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