BLACKXCHANGE.NET™

YOUR SEARCH ENGINE OF THE BLACK COMMUNITY

SECTION 7 - PROFILE AREA

PROFILE SETTINGS

When you choose the "**Profile Settings**" icon, you will be redirected to "**Profile/Settings Area**" main page. This page will give you the basic overview of what to expect from the profile settings options.

<u>Personal Information:</u> (Refer to Figure 26)

The personal information page will allow you to adjust your First name, Last name, Birth date and whether or not you would like to display that information.

First and Last Name:

To alter the content of your first and last name, first delete the content you previously had, then enter the new information you would like to put.

Birth date:

To enter your birth date, select the month, day and year that you were born from the drop down menu.

Display in Profile:

You have the option of displaying your First name, Last name and Birth date. If you would not like to show this information, click on the "**No! Only use for others to search for me.**" If you would like this information to display, simply select "**Yes**" on every section that you would like to display.
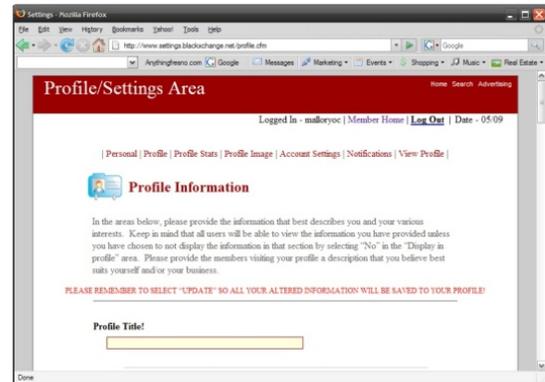
FIGURE 26

PROFILE INFORMATION:

The profile information is an area where you have the ability to describe information about yourself, your goals, who you would like to work with, your interests, what you would like to do, your favorite music, the things you could change in the world, your wish list, and likes as well as dislikes. This is a very important part of your profile because as other members read through your personal profile, they will be able to get to know you as a person. This creates a better business environment.
(Refer to Figure 27)

Editing Profile Information:
Our site has developed a list of categories for you to respond to in your own personal way. To enter information about yourself, simply press in the highlighted yellow box of each section and begin typing.
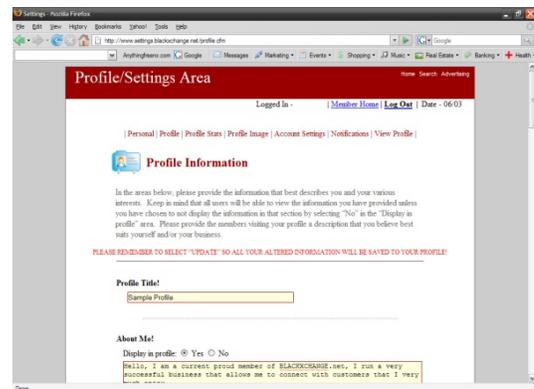
FIGURE 27

PROFILE STATS:

On the profile stats information page, you have the option of letting others know about your personal status. You always have the option to not provide the answer to any of the selected questions. If you choose not to provide the information, then the information will not be shown; however if you do post a reply to a certain section, it will show in your profile stats section. (Refer to Figure 28)
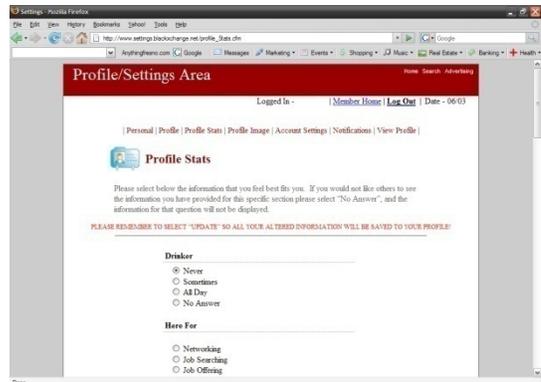
FIGURE 28

PROFILE IMAGE:

By adding a profile image, member will be able to view an image of you/business. To upload an image follow the steps below:
Select "**Browse**" to sort through the folders on your computer to find an appropriate image that best represents you.
Click "**Open**", and you will see that the picture file has been placed into the box.
Select "**Upload**" to save the computer to your profile. (Refer to Figure 29)
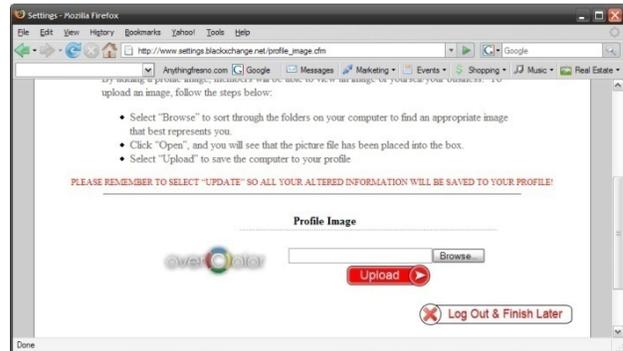
FIGURE 29

MAIN ACCOUNT SETTINGS:

On your account settings page, you have the choice of letting other members know when you are online or not, to show or hide your profile and to let members either sends you messages or you can chose not to receive any messages. To choose your preference of account settings, select the option that you would like for each category. (Refer to figure 30)
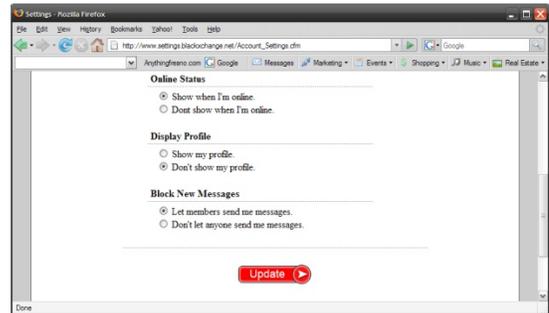
FIGURE 30

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NOTIFICATIONS

In the notifications page of your profile settings area, you will be able to select which updates you would like to be sent to your email. You have options for your email, newsletters, marketing emails, specials, new message notifications, current updates, account status, network list, training videos, and event update emails. You have a choice of receiving your emails daily, weekly, or monthly. If at any time you would like to change the options, you may return to this page and change any settings followed by "**Update**" to save the information that you have previously entered.

(Refer to Figure 31)
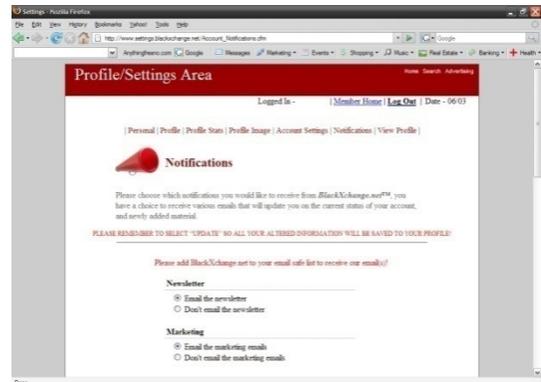
FIGURE 31

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ACCOUNT SETTINGS

On your account settings page, you have the choice of letting other members know when you are online or offline. You also have the option to show or hide your profile and to let members either send you messages or you can choose not to receive any messages. To choose your preference of account settings, select the option that you would like for each category. Please remember to always press "**Update**" to save your information.

(Refer to Figure 33)
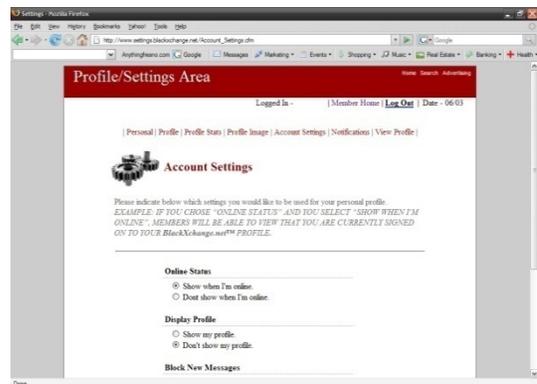
FIGURE 33

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CHANGE PASSWORD

In order to change your profile password, follow the next simple steps to complete the process successfully. Be aware that if you change your password, you will not be able to log in with the old password:

1. Click on the Change Password text box.
2. Delete the old password.
3. Type in the new password.
4. Click "**Submit**".

If you have completed the process successfully, BLACK**X**CHANGE.net™ will redirect you to an alternate page that lets you know that your password has been updated. Keep in mind that you are able to change your password as many times as you would like. (Refer to figure 34)

FIGURE 34

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LOGOUT

By clicking on "**Logout**", you will be logging out of your personal profile. This will end the session that you have had on BLACKXCHANGE.net™, and if you have chosen to let other members know when you're online, BLACKXCHANGE.net™ will show you as offline. Once you have signed out successfully, BLACKXCHANGE.net™ will redirect you to an alternate page letting you know that you have logged out of your account. If you would like to sign in, simply click on the "**Home**" link, followed by "**My Account**" to sign yourself back into your account. (Refer to figure 35)

FIGURE 35