UltiPro Mobile App
UPLOADING A PHOTO

1 From your home page in the mobile app, touch the circle in the upper left corner.

(OR) Click Menu, then click Profile.
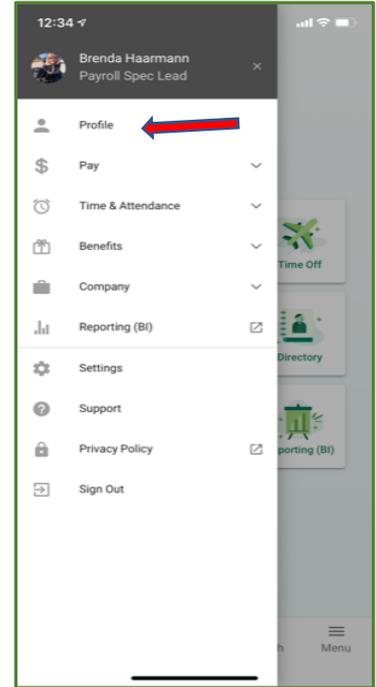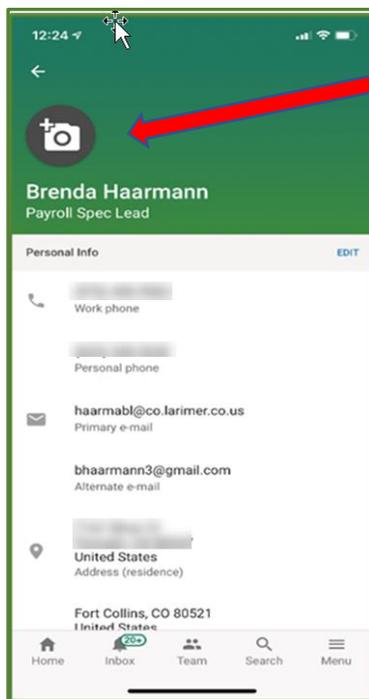
2 On the Profile page, press the circle again.

(Android users: you won't see a camera icon; just tap the circle again and skip to step 4).

Be patient -you may have to wait a few seconds for the photo options to appear.
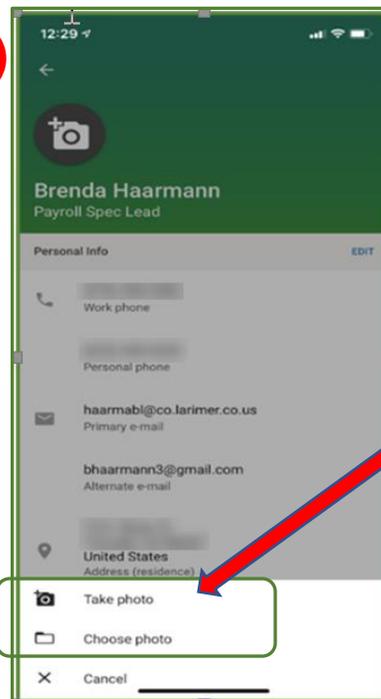
3 If you don't yet have a photo uploaded, select *Take photo* to take a photo with your phone's camera or *Choose Photo* to select a photo from those stored on your phone.

You will have to give permission for the app to access your camera and photos.

4
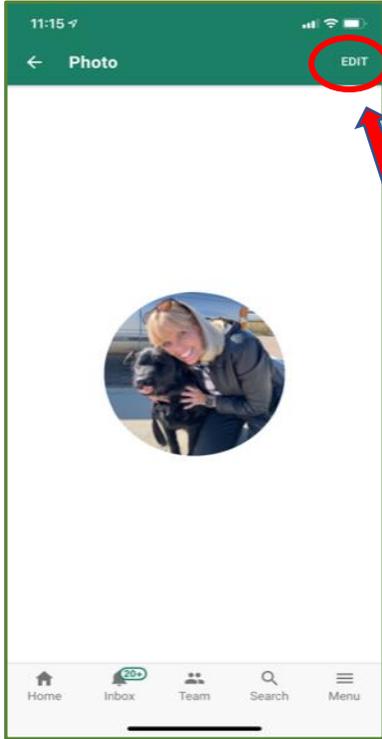
If you currently have a photo but wish to change it, click EDIT.

5
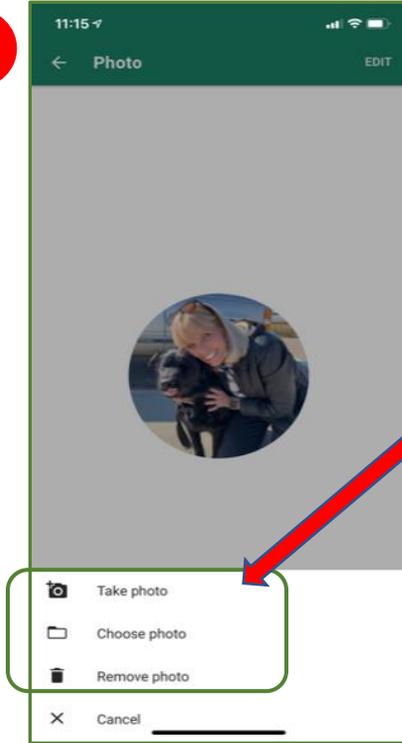
You will have the option to *Take photo*, *Choose photo* or *Remove photo*.

Select *Take photo* or *Choose photo* to replace the current photo.

Select *Remove photo* to delete the photo and start over.

6

Once you have taken or chosen a photo, you can crop it by touching the photo and sliding it to the desired location within the circle.

When finished, click SUBMIT.

7

When submitted successfully, this message will appear.
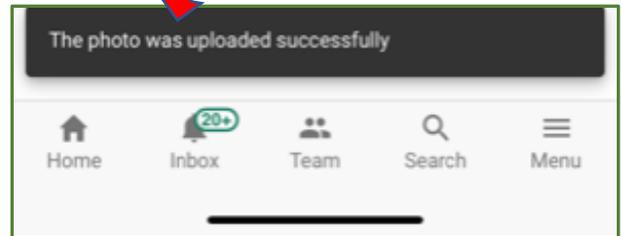
> **** *NOTE:***
> *All photos must be business appropriate.*
> *Pictures of yourself, pets, children, and favorite places are okay;*
> *political, provocative, and controversial pictures are not.*
> *Inappropriate photos will be removed.*