# How To: Update Your Chatter User Profile Photo

This tutorial will guide you through how to update your chatter user profile photo so that your picture will appear next to your name when your activity or relationship to a job is visible.

1. Log in to the JobCheck Web Application as any user.
2. Click on your name at the top right of the screen and select *'My Profile'*.

3. Next, hover your mouse over the smiley face and select *'Add Photo'*.
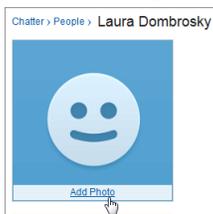
4. Browse your computer for a photo then click *'Save'*. You will see a preview of the photo, crop the photo thumbnail and click *'Save'* again.

> Only the user can update their own profile photo; an administrator user <u>does not</u> have permission to update another user's photo.

Your photo will be uploaded and update in your profile. You will notice that all posts related to you will now show your profile photo, including the list of followers when looking at a job.

For additional support or assistance, visit our online support portal, contact our technical support team at 1-877-277-9933 or email us directly at support@assuredsoftware.com.