

DIVERSITY ABROAD MEMBERSHIP

GUIDE TO ADDING A LOGO TO THE ORGANIZATION'S PROFILE

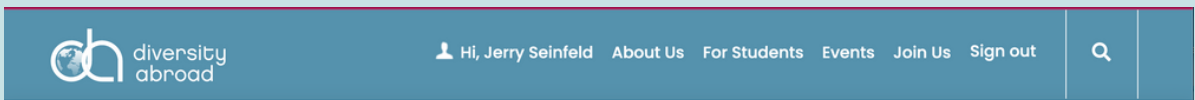


Adding Organization's Logo



Step 1

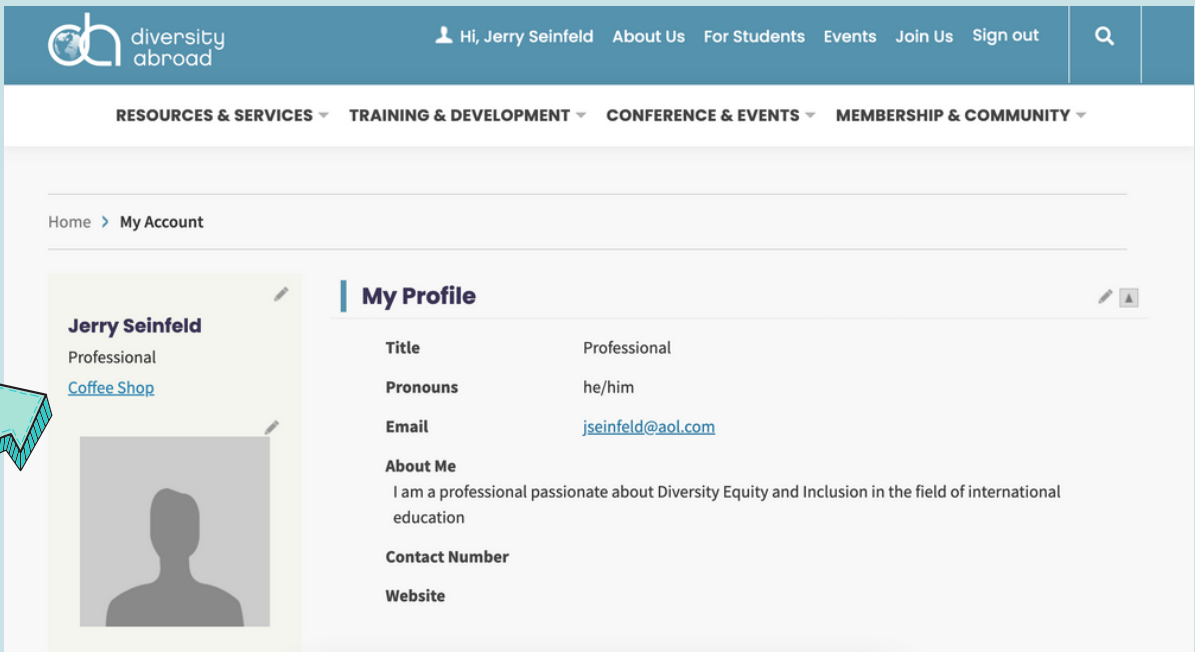
Sign into your account [here](#). Please note that only company administrators have the ability to update their organization's logo.



Step 2

Go to your organizational profile.

- You can find the hyperlink to your organization's profile on the left hand side of the screen just above your profile picture. Click here.

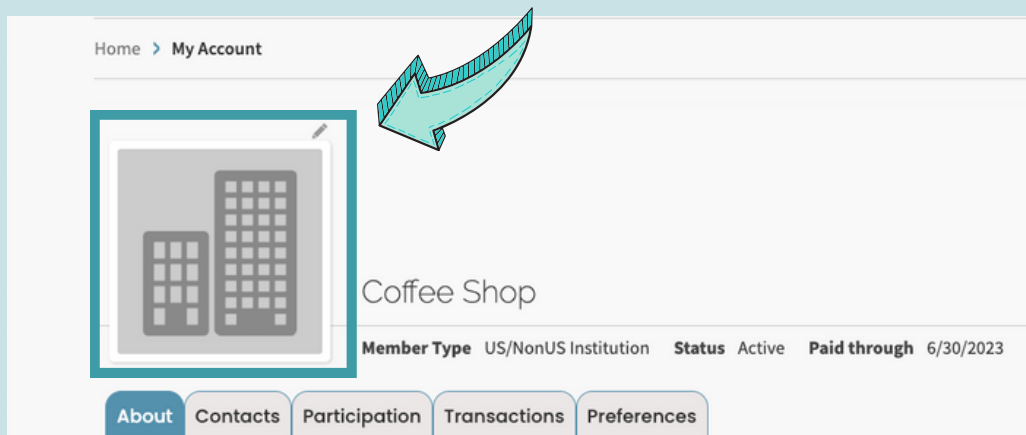


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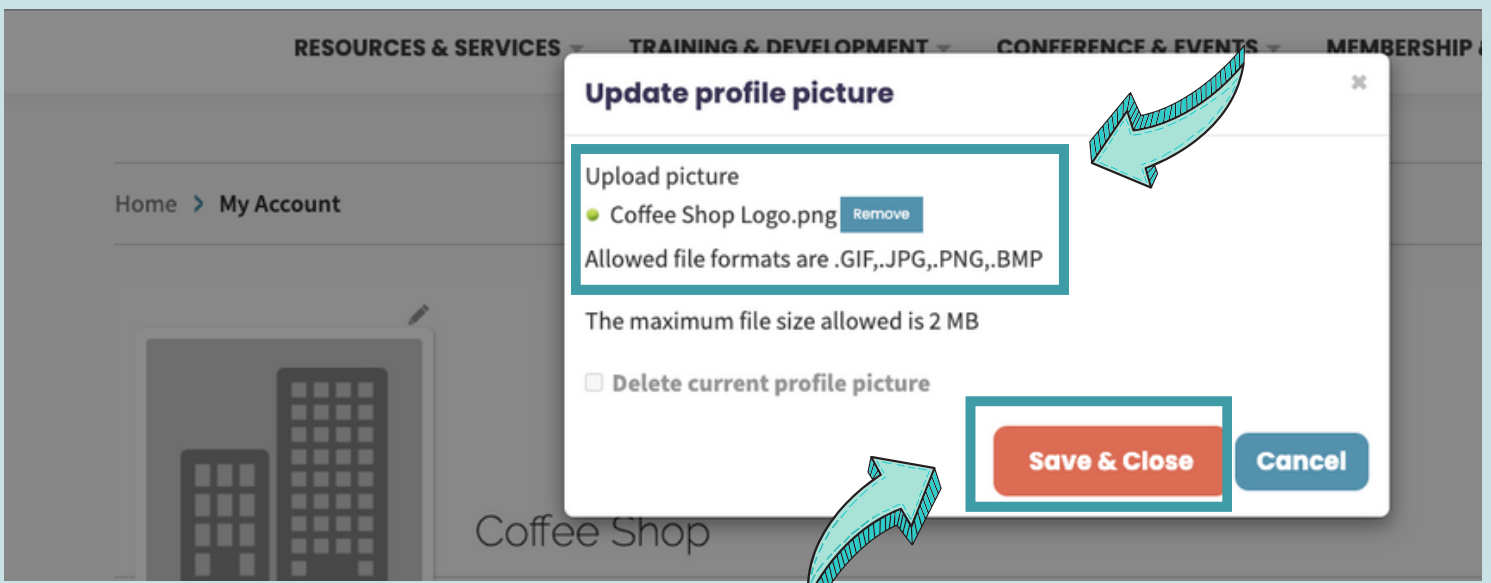
Step 3

On the left hand side of the screen, you will see an "building" image placeholder with a small pencil icon on the upper right corner. Click here.



Step 4

A pop-up window will appear. Upload your organization's logo in the appropriate file format (GIF, PNG, JPG, BMP and no more than 2MB size). Once the file is successfully uploaded, a green dot will appear next to the file name field. Finally, click "Save & Close".

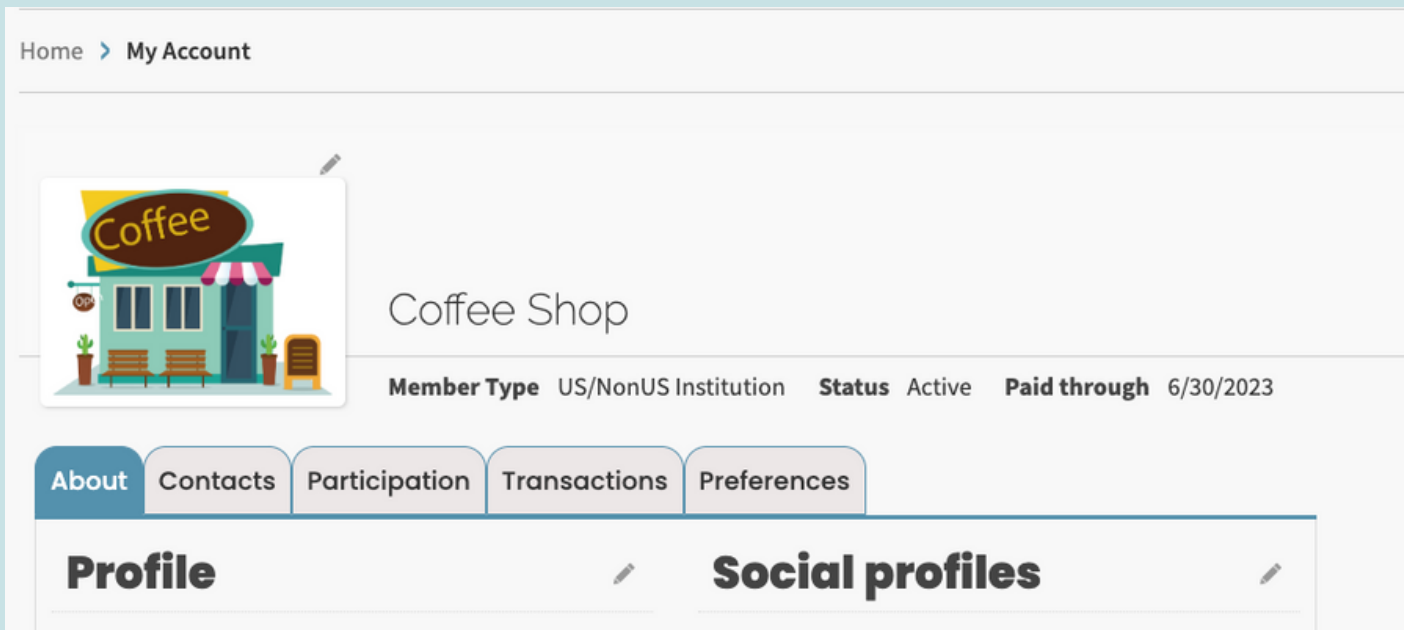


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Step 5

Once the pop-up window closes, review your logo.

A screenshot of a user profile page on a website. The page has a light blue header with the text 'Home > My Account'. Below the header, there is a profile card for 'Coffee Shop'. The card features a logo of a coffee shop with a sign that says 'Coffee'. To the right of the logo, the name 'Coffee Shop' is displayed. Below the name, the member type is 'US/NonUS Institution', the status is 'Active', and the payment is 'Paid through 6/30/2023'. Below the profile card, there are five tabs: 'About', 'Contacts', 'Participation', 'Transactions', and 'Preferences'. The 'About' tab is selected. Below the tabs, there are two sections: 'Profile' and 'Social profiles', both with edit icons.