


# How to update your Individual USLCA profile!



Washington, D.C. | [www.USLCA.org](http://www.USLCA.org) | 202-738-1125

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# USLCA Member IBCLCs




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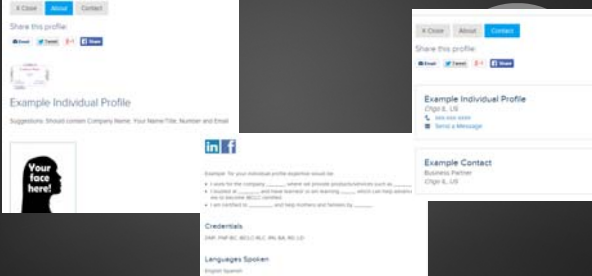
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# Reaching Clients in Your Area




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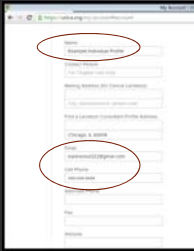
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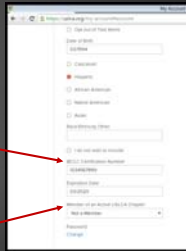
## Step ONE: My Account



**Contact:** Make sure clients can contact you!

**Demographics:** Fields like DOB, Ethnicity, and IBCLC # are private. These are used for demographic reporting.

**Chapter:** Are you a member of a USLCA Chapter? Share that here.



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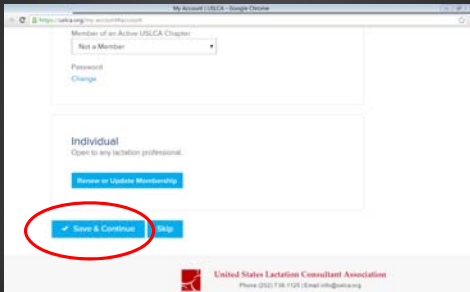
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## STOP!!! Don't Forget to ALWAYS SAVE!



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## Step TWO: Practice



**Credentials:** The best way to get your profile noticed is to have all and any credentials listed!

**Expertise:** This section is where you can highlight yourself. Use this area to list work experience, education, and specific practice expertise.

You can also use this area to include extra details about when and how you see clients.

Moms like details!

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### Practice continued...

The screenshot shows two sections of a form. The first section, 'Practice Information', has radio buttons for 'Working Center', 'Community', 'Home Visit', 'Hospital', 'Physician Office', 'Private Practice', and 'N/A', with a text field for 'Other'. The second section, 'Languages Spoken', has radio buttons for 'English', 'Spanish', and 'French', with a text field for 'Other'. At the bottom are 'Save & Continue' and 'Skip' buttons.

**Practice:** Share with moms what type of work you do.

**Language:** Do you have the gift of working in another language? Make sure you share that!

Don't forget to press that click that save & continue button.

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### Step THREE: Profile

The screenshot shows two sections of a form. The first section, 'Directory Settings', has radio buttons for 'Do not list my business', 'Do not show exact address in profile', and 'Do not show phone number in profile'. The second section, 'Business Card', has a 'Learn More' link and a 'Click here to create or edit my business card' link. Below is a 'Click here to create the contact image' link and an 'Example business profile' card.

**Privacy:** USLCA respects your privacy. Please provide the office with all your information, but feel free to hide those private settings from the public here.

**Business Cards:** Add a business card & contact information.

**Profile Picture:** Add a picture of yourself to help moms feel a more comfortable when they see you.

**Social Media:** Let moms know how to find and share you on social media!

The screenshot shows two sections of a form. The first section, 'Profile Gallery', has a 'Learn More' link, a 'Upload pictures to the your profile, or click an image to use' instruction, a 'Your face here!' placeholder, and a 'Click or drag the file to upload image' button. The second section, 'Social Links', has input fields for 'LinkedIn', 'Facebook', 'Twitter', 'Google+', 'YouTube', and 'Pinterest'.

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### Step FOUR: Additional

The screenshot shows the 'Additional Contacts & Locations' section of a form. It has a 'Learn More' link and an instruction 'Add people or locations for your family, company or group'. Below are input fields for 'Name', 'Phone/business', 'Address', 'City (optional) please state', 'Email', 'Phone', 'Fax', and 'Additional info'. At the bottom are 'Save' and 'Cancel' buttons.

**Additional Contact:** Do you have secondary contact information or a partner you want to link to your profile? Enter that information here.

Save one more time and you're done!

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## Step FIVE: Repeat?



After saving the Additional tab you will be prompted with this screen, where you can either edit anything else you may have forgotten or go back to the home page where you can read the latest news from the USLCA!

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