

# 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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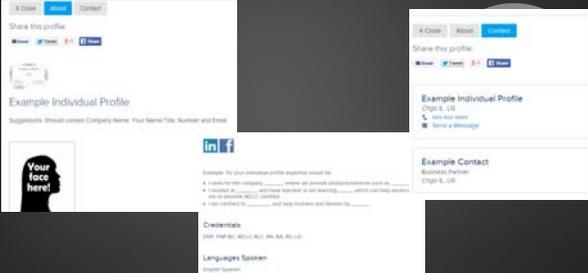
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# Reaching Clients in Your Area




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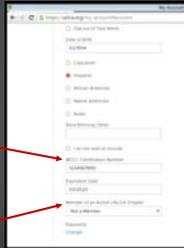
## Step ONE: My Account



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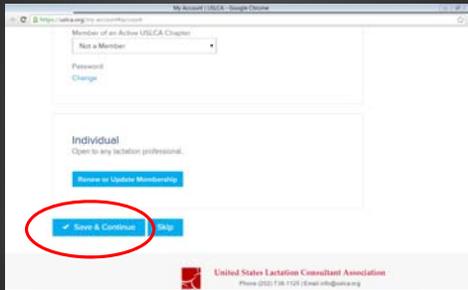
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## STOP!!! Don't Forget to ALWAYS SAVE!



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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...

**Practice Information**

Working Center  
 Community  
 Home Visit  
 Hospital  
 Physician Office  
 Private Practice  
 Retail  
 WIC  
 Other: \_\_\_\_\_

**Languages Spoken**

English  
 Spanish  
 French  
 Other: \_\_\_\_\_

Save & Continue    Skip

**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

**Directory Settings**

Do not list my business  
 Do not show street address in profile  
 Do not show phone number in profile

**Business Card** [Learn more](#)

Click on the icon to add a logo to your profile.

Click here to create the contact image.

Example contact image: [Image of a business card]

Suggestions: Street, Business Category Name, Your Mailing City, Number and Street

**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!

**Profile Gallery** [Learn more](#)

Upload pictures to the your profile. or click on image to edit.

Your face here!

Click on drag the box to upload image.

**Social Links**

LinkedIn  
 Facebook  
 Twitter  
 Google+  
 YouTube  
 Instagram

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### Step FOUR: Additional

**Additional Contacts & Locations** [Learn more](#)

Add people or locations for your family, company or group.

Do not show this in my public profile

Name  
 Phone Number  
 Address  
 City (Optional) Postal Code  
 Email  
 Phone  
 Fax  
 Additional info

Save    Cancel

Save & Continue    Skip

**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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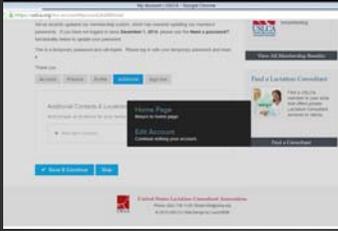
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## Step FIVE: Repeat?



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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