# Setting Up Your Online Profile

Thank you for filling out the Membership Application! You now get to set up your online profile. This will allow visitors to the website to search for you from our "Find a Lawyer" page. To help you set up your account you can download a step-by-step user guide. Follow the steps in the guide and your account will be set up, pending verification from the website administrator. If you have any questions, feel free to email webmaster@acbaohio.com and we will get back with you as soon as possible!
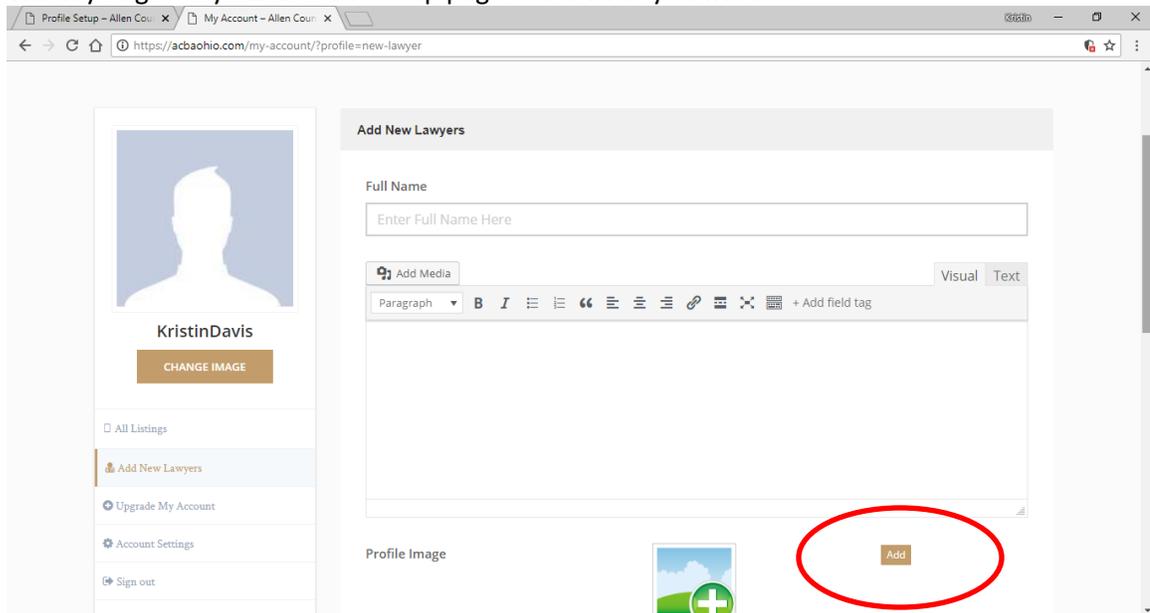
1. When you click the "Set Up My Online Profile" button you will log in with the username and password you created.
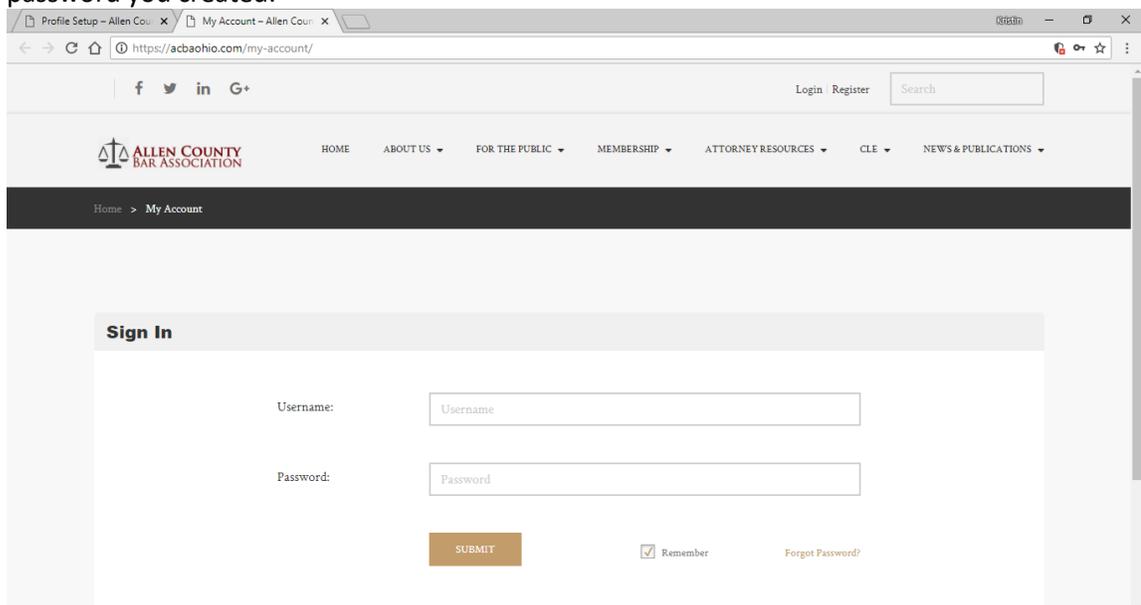
2. Once logged in you will be taken to your account page. Click on the **Add New Lawyers** link in the left-hand column to start the setup of your online account.
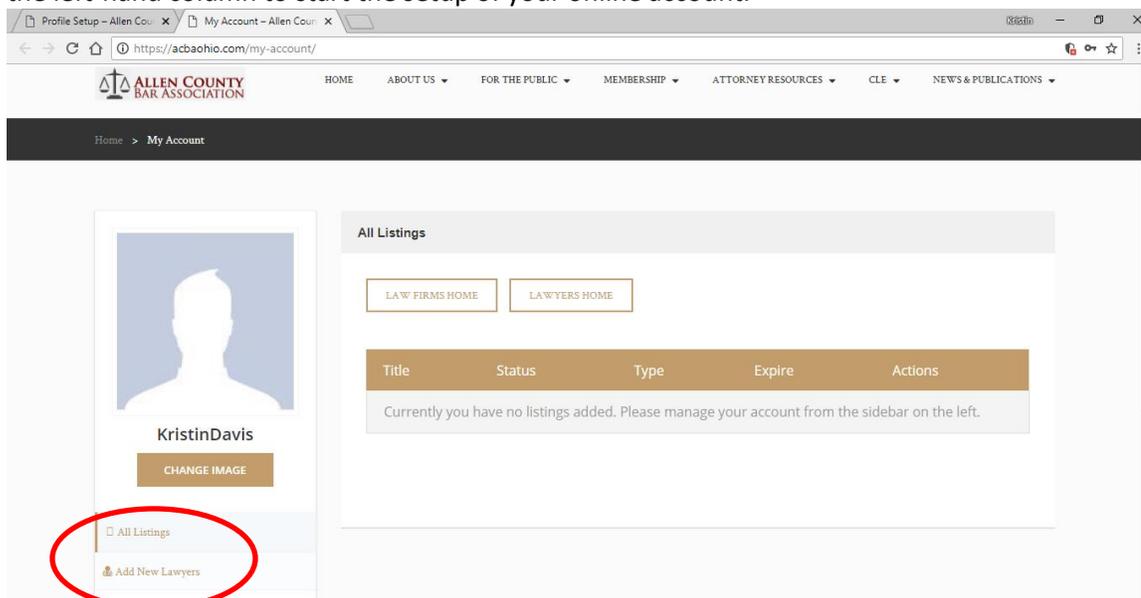
3. When you get to your account setup page this is what you will see:

4. Enter your Full Name
5. In the text area enter a short biography. NOTE: The website uses this biography section when the public searches for a lawyer by keyword. Be sure to list Areas of Practice in here so that people can find you easier in their search!
6. Change your profile image by clicking on the **Add** button (see above). Then click the **Select Files** button and upload your picture from your computer. Once you have your pictures selected it will upload. Then select the image and click the **Set Profile Image** button.
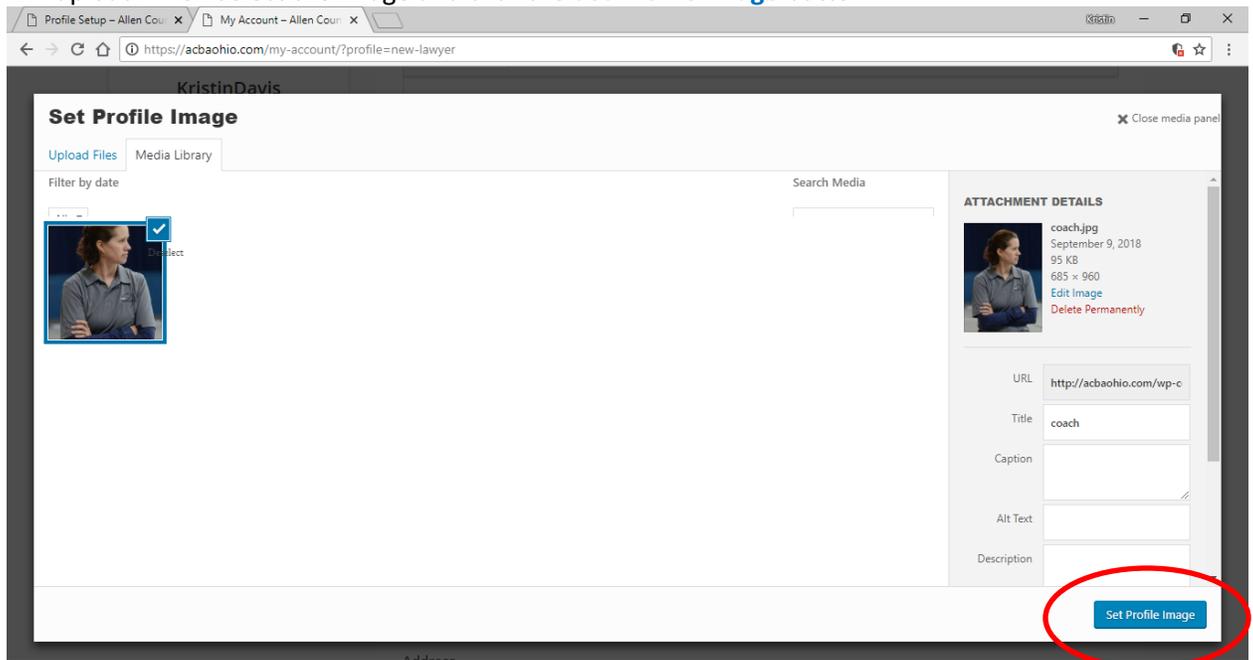
7. Choose a Main Category for your profile. NOTE: If you wish to be listed under more than one category, please email a list of these categories to webmaster@acbaohio.com along with your username. When they review and publish your profile they can add the additional categories for your profile.
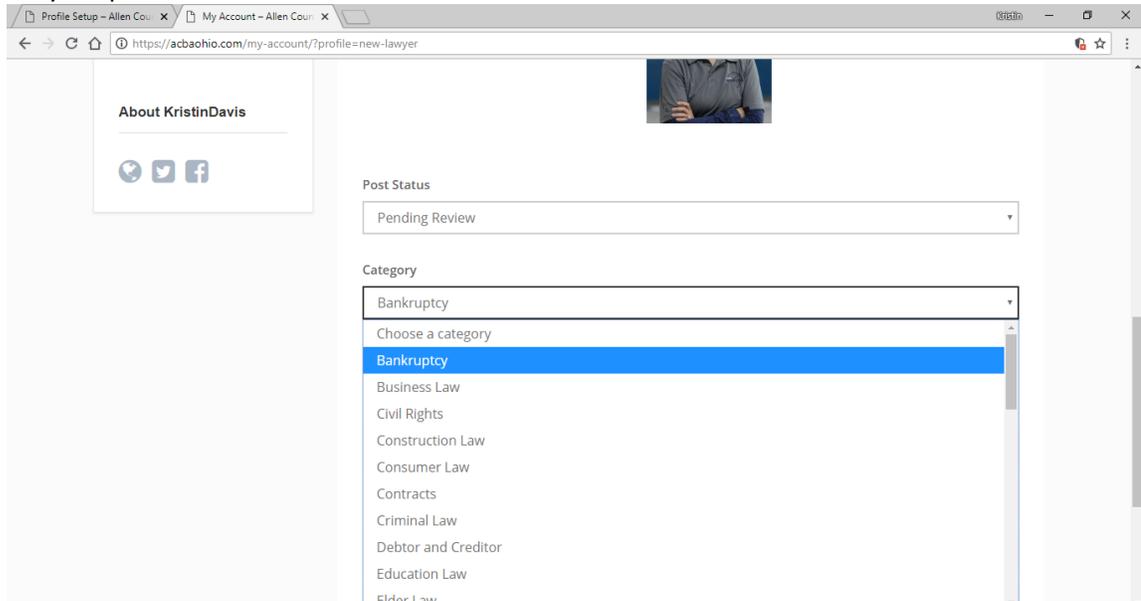

8. Finish filling out each of the remaining sections: Areas of Practice, Additional Information, Contact Info, and Social Profiles. To edit those sections, just click the little pencil button in the upper right-hand corner of the section.
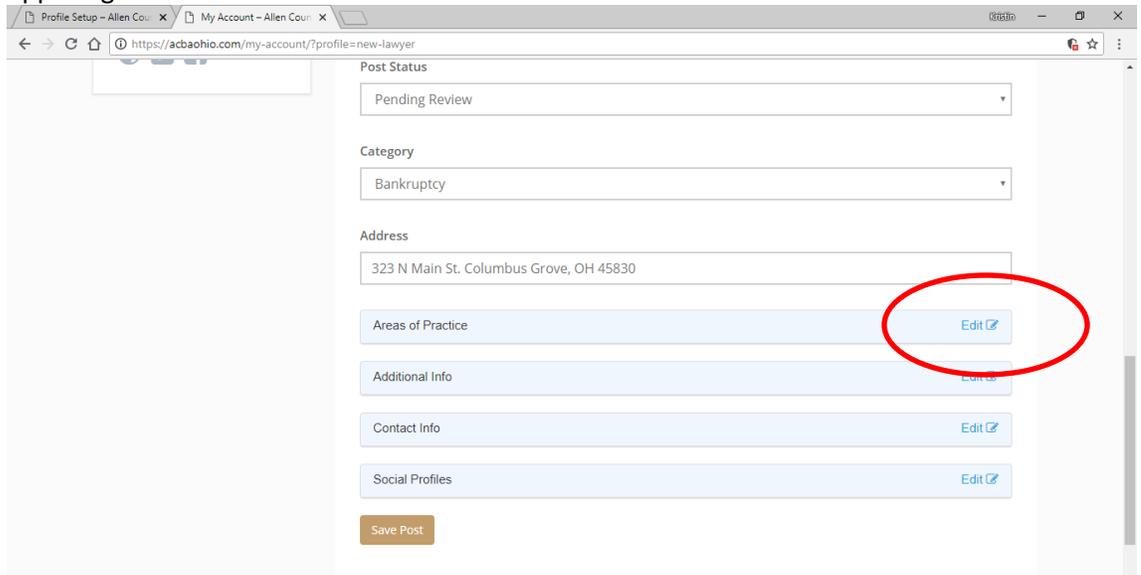
9. Once you have finished filling out your information in each section, press the **Save Post** button and your online profile is complete. You will be redirected back to your Account Page where you should see your profile now listed. You will note that your profile is "Pending". This will change to "Published" once your account has been verified by the website administrators.
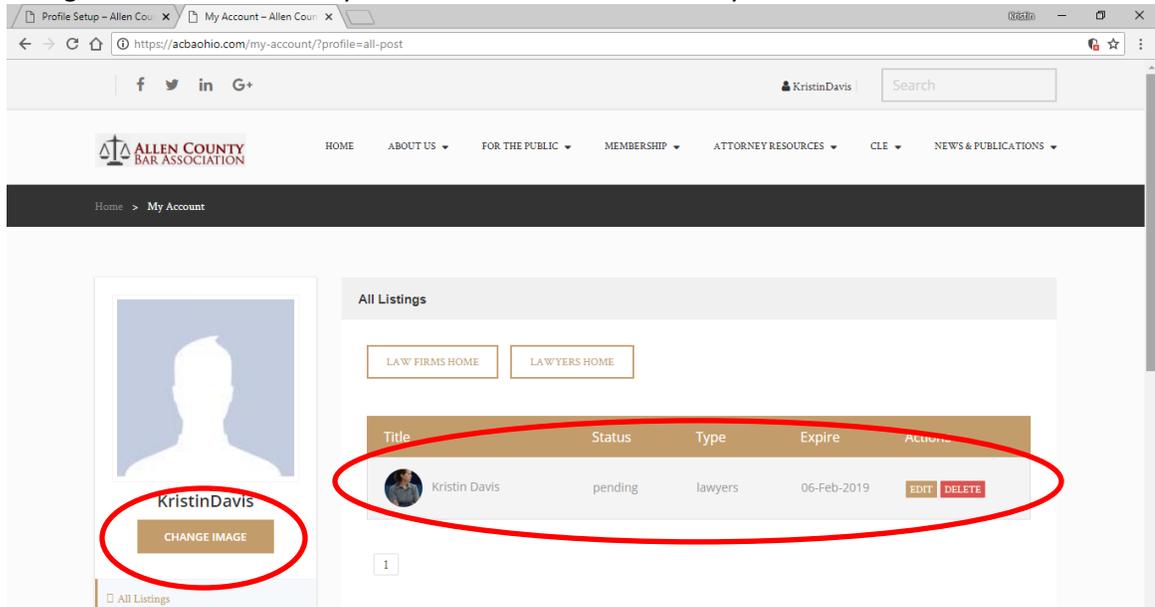
10. The last thing you need to do is change your ACBAOhio.com account picture. The steps to change this are the same as when you change/picked your image for your online profile. Click the Change Image button (see above), the previous picture you used should pop up, select it and press the profile image button.
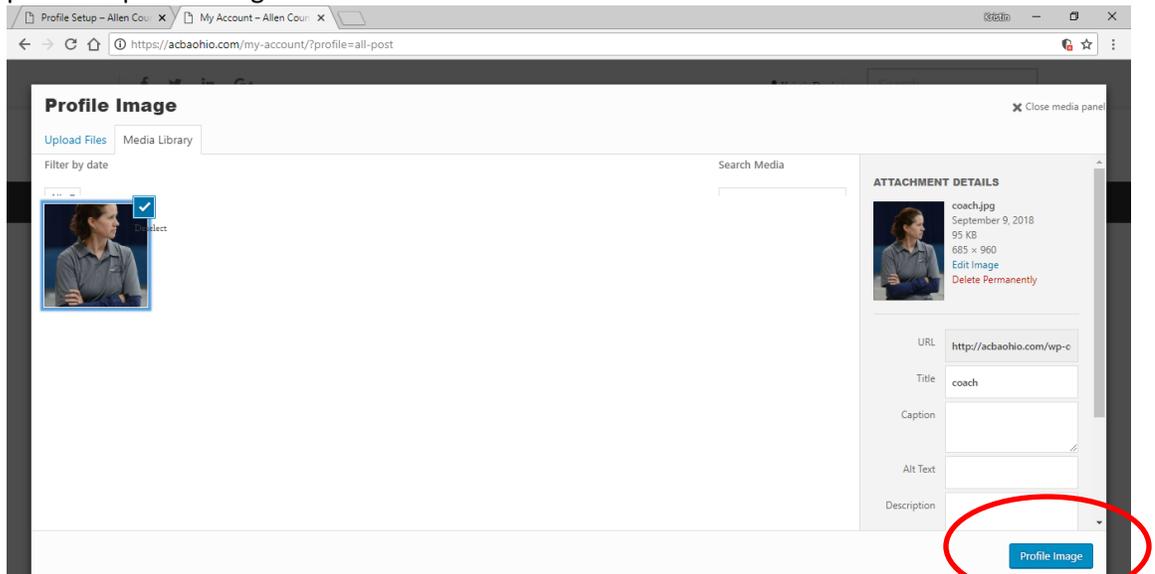
11. Congratulations! Your account setup is now complete.
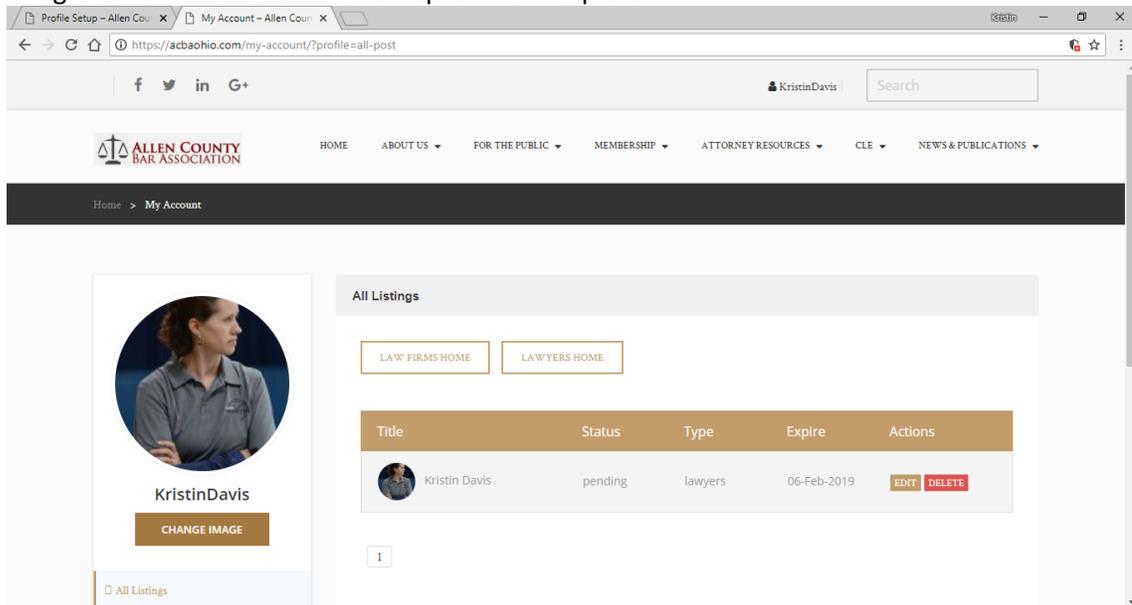
12. When you return to the website and wish to login, you can select the Login link in the upper right-hand corner, the Login menu item under Membership tab, or the Login button on the right side of the homepage.