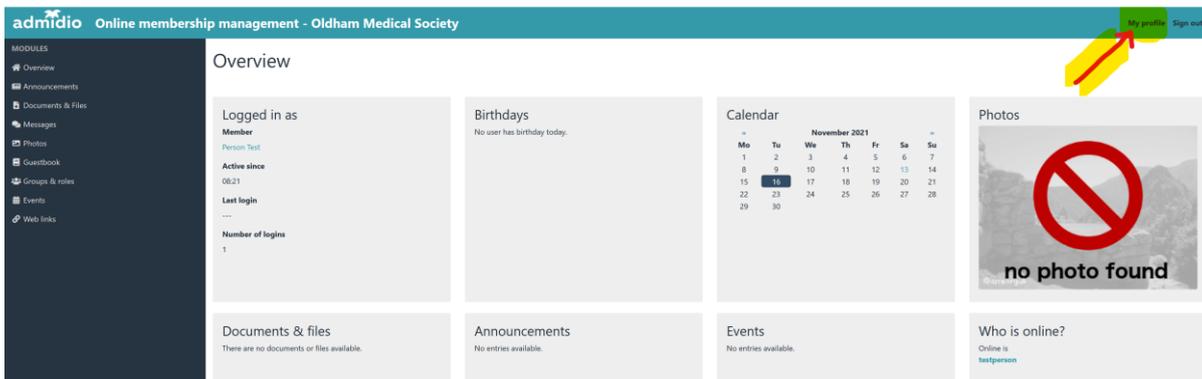
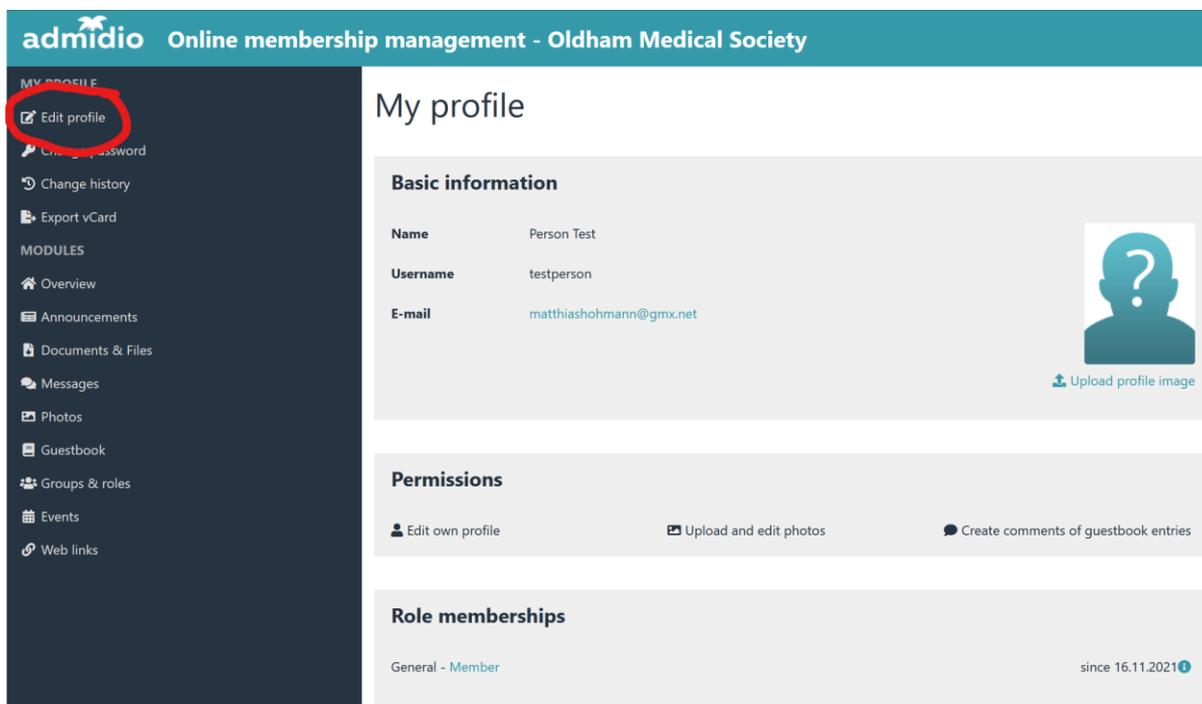


## Complete the profile on the OMS member portal

1. Once your registration has been approved, you will receive an email to confirm this
2. Log in with your username and password
3. Select 'My profile' in the top right corner



4. Select 'Edit profile' on the left



(p.t.o.)

5. Please add you address details, mobile phone number, DOB (unless you prefer not to) and Gender

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MODULES

- Overview
- Announcements
- Documents & Files
- Messages
- Photos
- Guestbook
- Groups & roles
- Events
- Web links

Required fields

### Basic information

Username: testperson

Password: [Change password](#)

Street: [redacted]

Postal code: [redacted]

City: [redacted]

Country: [redacted]

Phone: [redacted]

Mobile: [redacted]

Fax: [redacted]

Birthday: dd.mm.yyyy

Gender:

E-mail: matthiashohmann@gmx.net

Website: [redacted]

6. There is also an option to add information about your personal website or social media feeds if you like
7. Please ignore the 'Account details' section for now.
8. IMPORTANT – click 'SAVE' at the bottom of the page when finished

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MODULES

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### Social media

Facebook

ICQ

Skype

Twitter

Xing

### Account data

IBAN

BIC

Bank

Account holder

AccHolder's street

AccHolder's post code

AccHolder's location

AccHolder's e-mail

Save

9. You can also upload a picture of yourself if you like (optional):

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MY PROFILE

- Edit profile
- Change password
- Change history
- Export vCard

MODULES

- Overview
- Announcements
- Documents & Files
- Messages
- Photos
- Guestbook
- Groups & roles
- Events
- Web links

### My profile

**Basic information**

<b>Name</b>	Person Test
<b>Username</b>	testperson
<b>E-mail</b>	matthiashohmann@gmx.net

  
[Upload profile image](#)

**Permissions**

- Edit own profile
- Upload and edit photos
- Create comments of guestbook entries

**Role memberships**

General - Member	since 16.11.2021
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That's it. Many thanks!