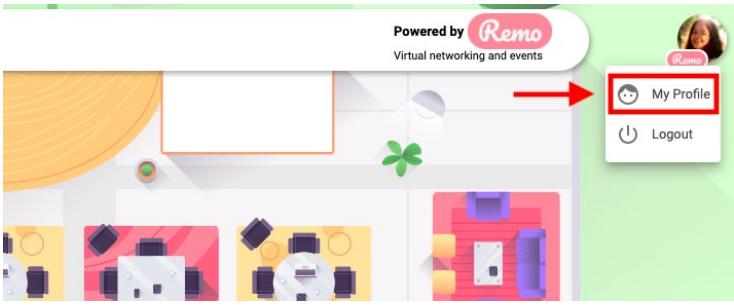
ABI's General Counsel Steering Group relaunch: virtual networking event on 20 April 2021

Instructions to create your Remo profile:

To start filling in your profile:

1. Click on your image/image icon in the top right-hand corner

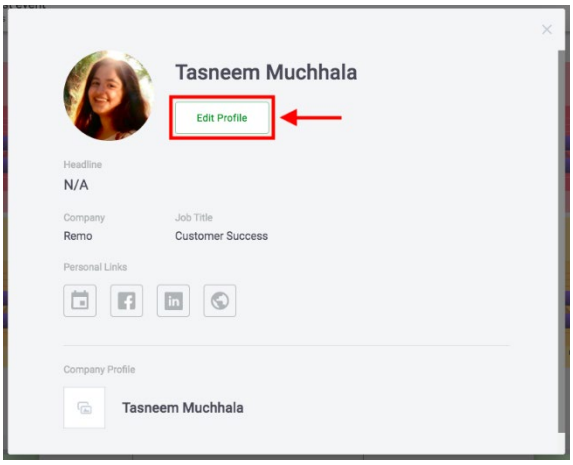
2. From the drop-down menu select **'My Profile'**



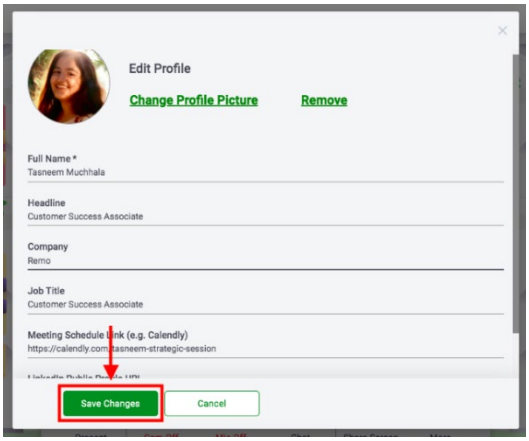
3. Once on your profile page, click the **'Edit Profile'** button

When editing your profile you can:

- Add your full name
- Add a headline and your job title
- Add a profile picture



To add a profile picture, you may need to resize the photo you would like to use as the maximum file size is 512KB. Here are instructions on how to do so using windows from your saved files, these may differ depending on your device:

- **Step 1:** Right-click on the image and select *Open With* followed by *Photos*.
- **Step 2:** Click the *Three-Dot* button located in the app's top-right corner.
- **Step 3:** Select *Resize* on the drop-down menu.
- **Step 4:** A pop-up window appears. Select the 'small' size.
- **Step 5:** Save the resized image with a new name in your files.

4. Once you've filled everything you want, make sure to click **'Save Changes'** at the bottom of the page