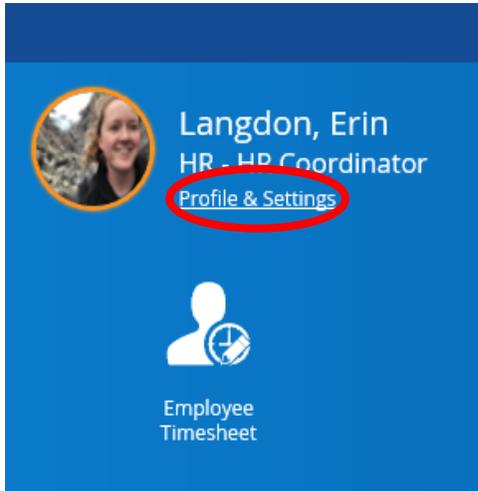## On a web browser.

1. On the home screen, click Profile & Settings

2. Go to Profile
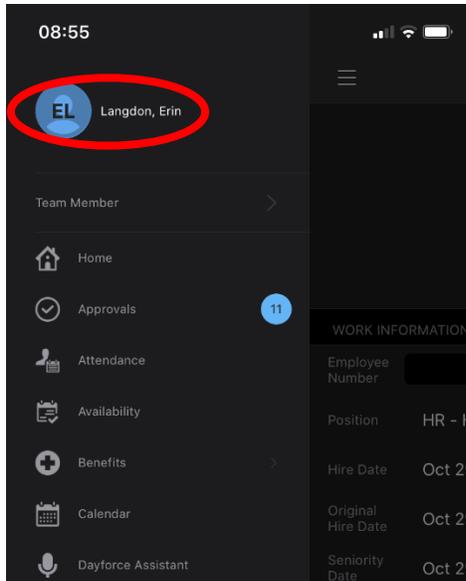
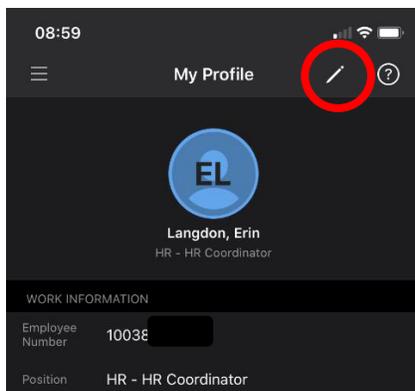

3. Edit and save

On the mobile app.

1. Tap you initials in the upper left corner.

2. Tap the pen icon in the upper right corner.

3. Follow the prompts at the bottom of the screen.