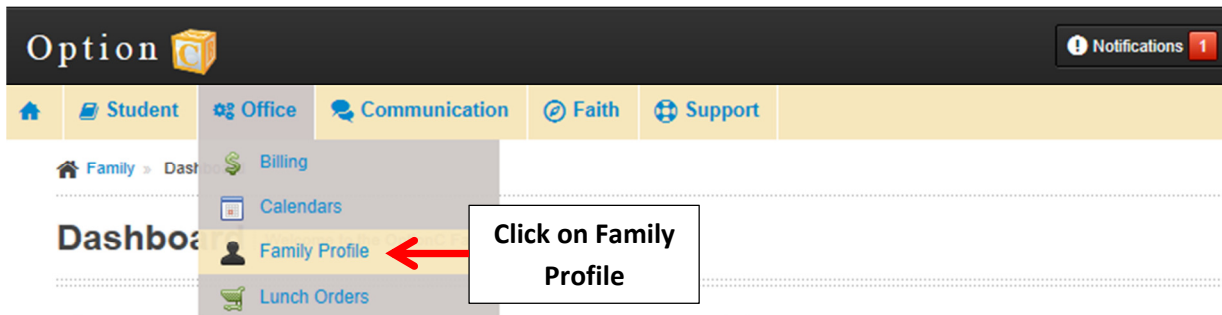


## How to Access the Family Profile with the Family Login

Once Logged into OptionC, please Click on Office > Family Profile.



Once Updates are made to fields Select **Save Changes** to **Save Changes**.

The screenshot shows the 'Family Profile' update form in the OptionC system. The form is titled 'Family Profile' and includes a sub-section 'General Information'. The fields are: 'Family Name' (text input with 'Beta'), 'Family Phone' (text input with '( 585 ) 678 - 2728'), 'Unlisted Phone?' (radio button selection with 'YES' selected), and 'Family Email' (text input with 'aldermanjmj@comcast.net'). A red arrow points to the 'YES' radio button from a text box that says 'Select "Yes" if you have an Unlisted Phone'. At the bottom right, there is a green 'Save Changes' button, with a red arrow pointing to it from a text box that says 'Select Save Changes'.

Generated by  <sup>TM</sup>