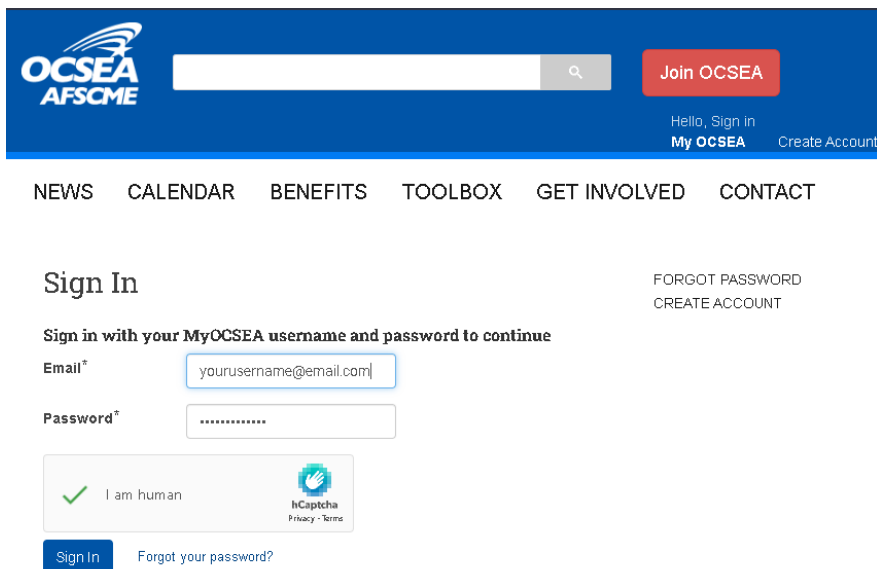


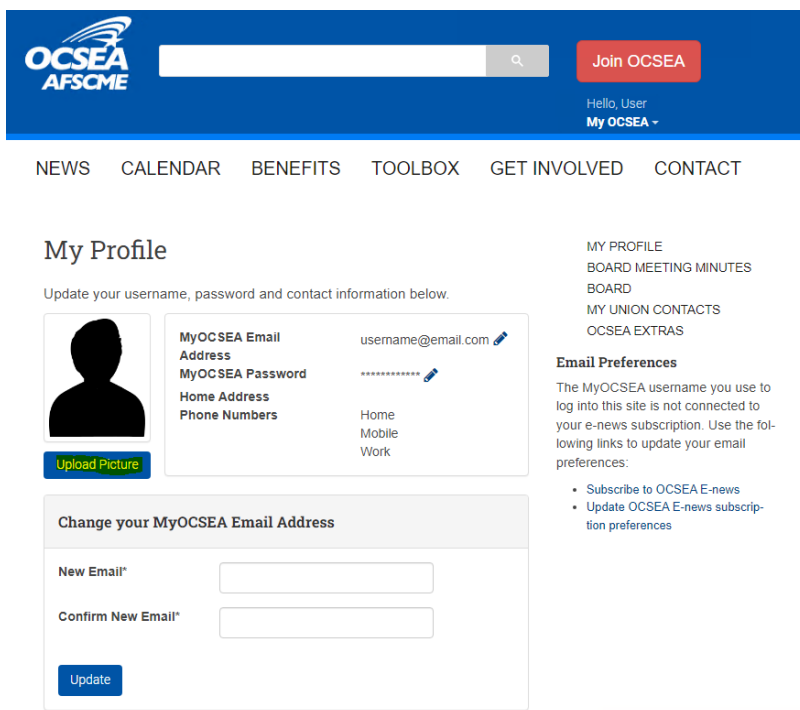
Uploading/Taking a Photo in your OCSEA.org Profile

1. Go to [OCSEA.org/sign-in](https://ocsea.org/sign-in) and login



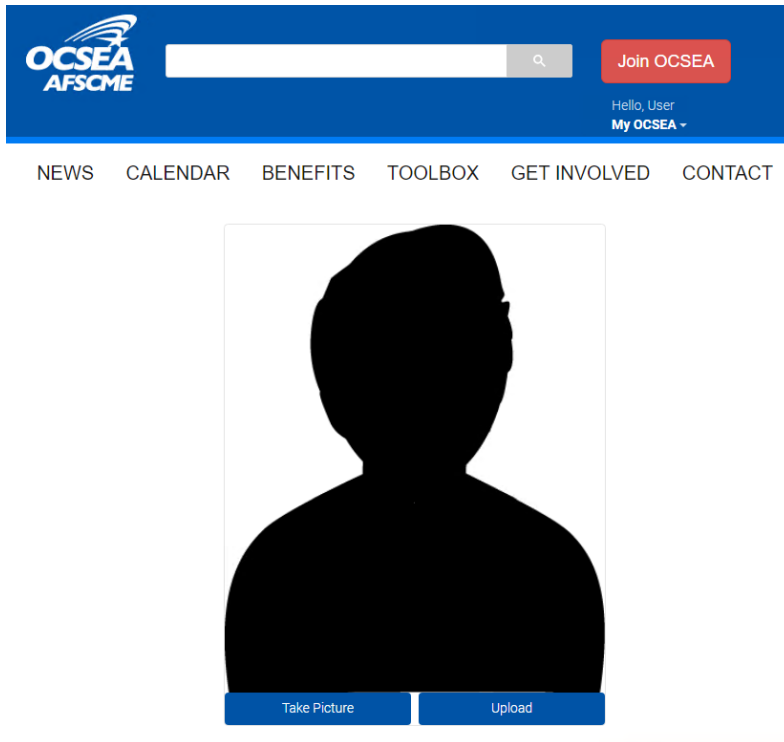
The screenshot shows the OCSEA.org sign-in page. At the top left is the OCSEA AFSCME logo. To its right is a search bar and a red "Join OCSEA" button. Below the search bar, it says "Hello, Sign in My OCSEA Create Account". A navigation menu includes NEWS, CALENDAR, BENEFITS, TOOLBOX, GET INVOLVED, and CONTACT. The main heading is "Sign In". To the right are links for "FORGOT PASSWORD" and "CREATE ACCOUNT". Below the heading is the instruction "Sign in with your MyOCSEA username and password to continue". There are two input fields: "Email*" with the placeholder "yourusername@email.com" and "Password*" with masked characters. Below these is a hCaptcha verification box with a green checkmark and the text "I am human". At the bottom left is a blue "Sign In" button, and to its right is a link "Forgot your password?".

2. Once signed in, click "Upload Picture" or "Edit Picture" button.



The screenshot shows the OCSEA.org "My Profile" page. At the top left is the OCSEA AFSCME logo. To its right is a search bar and a red "Join OCSEA" button. Below the search bar, it says "Hello, User My OCSEA -". A navigation menu includes NEWS, CALENDAR, BENEFITS, TOOLBOX, GET INVOLVED, and CONTACT. The main heading is "My Profile". Below the heading is the instruction "Update your username, password and contact information below.". To the left is a silhouette of a person with a blue "Upload Picture" button below it. To the right is a form with the following fields: "MyOCSEA Email Address" (username@email.com), "MyOCSEA Password" (masked), "Home Address", and "Phone Numbers" (Home, Mobile, Work). Below this is a section titled "Change your MyOCSEA Email Address" with two input fields: "New Email*" and "Confirm New Email*", and a blue "Update" button. To the right of the profile section are links for "MY PROFILE", "BOARD MEETING MINUTES", "BOARD", "MY UNION CONTACTS", and "OCSEA EXTRAS". Below these is the "Email Preferences" section, which states: "The MyOCSEA username you use to log into this site is not connected to your e-news subscription. Use the following links to update your email preferences:" followed by two bullet points: "Subscribe to OCSEA E-news" and "Update OCSEA E-news subscription preferences".

3. There are two options: Click either “Upload Picture” or “Take Picture.”

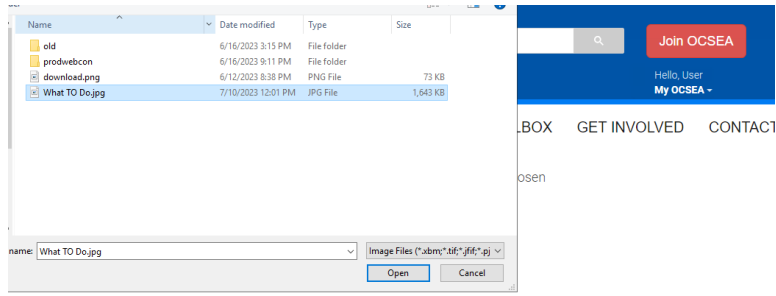
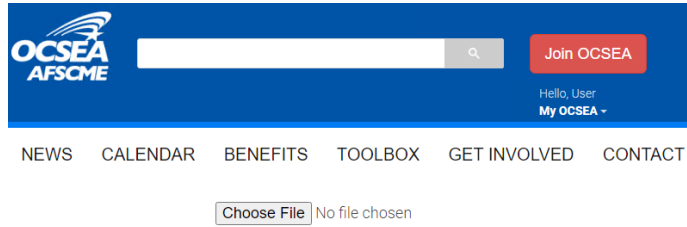


NOTE: Pictures need to be chest up with arms down. Make sure nothing obstructs your face and the background is solid/blank. Example below

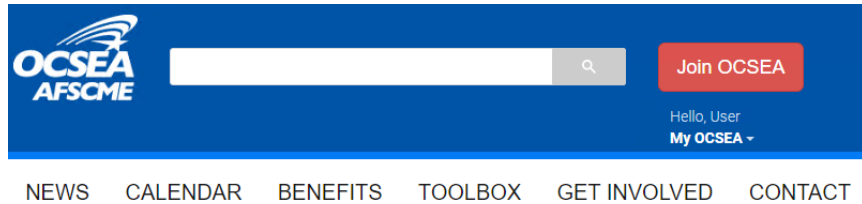


For “Upload”

a. Click Upload, then click choose file.



b. Once you pick the file, it will pop up. Crop it to the appropriate 1:1 ratio. Click “Crop.”



Crop Cancel

- c. Once cropped, Save the picture. You will be redirected back to the main profile page.



NEWS CALENDAR BENEFITS TOOLBOX GET INVOLVED CONTACT



For “Take Picture”

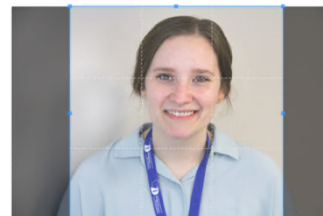
- a. Click “Take Picture” and a capture button will appear with a preview for you to take the picture.

- b. Once you take the picture, it will pop up. Crop it to the appropriate 1:1 ratio. Click “Crop.”

- c. Once you crop, then Save the picture. This will redirect you back to the main page.



NEWS CALENDAR BENEFITS TOOLBOX GET INVOLVED CONTACT



Crop Cancel

4. Once you click Save, you are redirected and finished!



NEWS CALENDAR BENEFITS TOOLBOX GET INVOLVED CONTACT



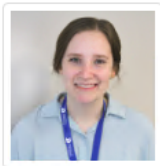
5. Completed Profile!



NEWS CALENDAR BENEFITS TOOLBOX GET INVOLVED CONTACT

My Profile

Update your username, password and contact information below.



Edit Picture

MyOCSEA Email	User@email.com
Address	
MyOCSEA Password	*****
Home Address	
Phone Numbers	Home Mobile Work

- MY PROFILE
- BOARD MEETING MINUTES
- BOARD
- MY UNION CONTACTS
- OCSEA EXTRAS

Email Preferences

The MyOCSEA username you use to log into this site is not connected to your e-news subscription. Use the following links to update your email preferences: