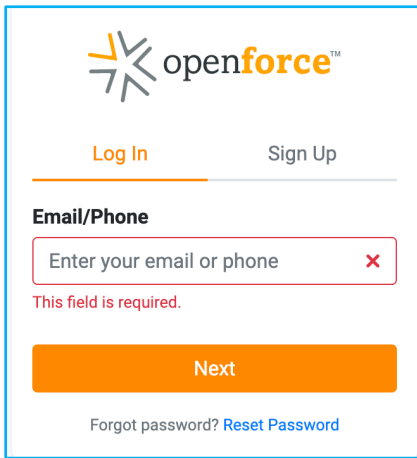


Openforce Portal User Guide

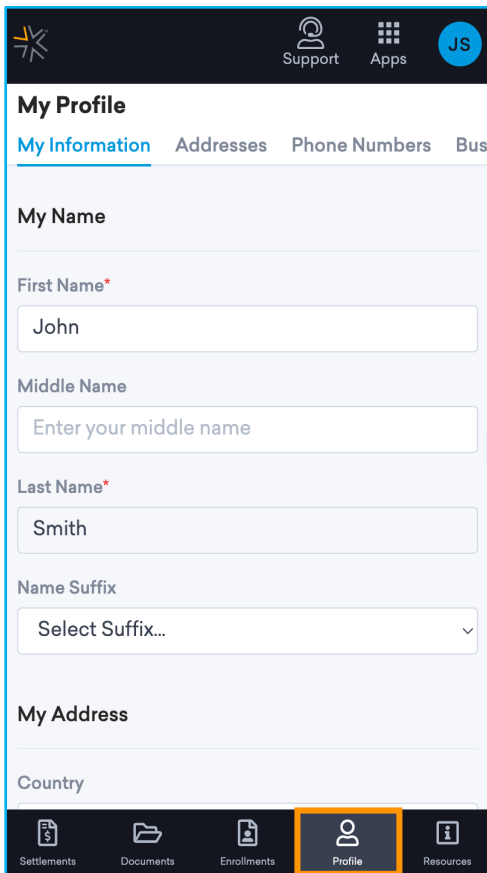
How To Update Address Information

1. Log in to your Openforce portal at www.enrollic.com.



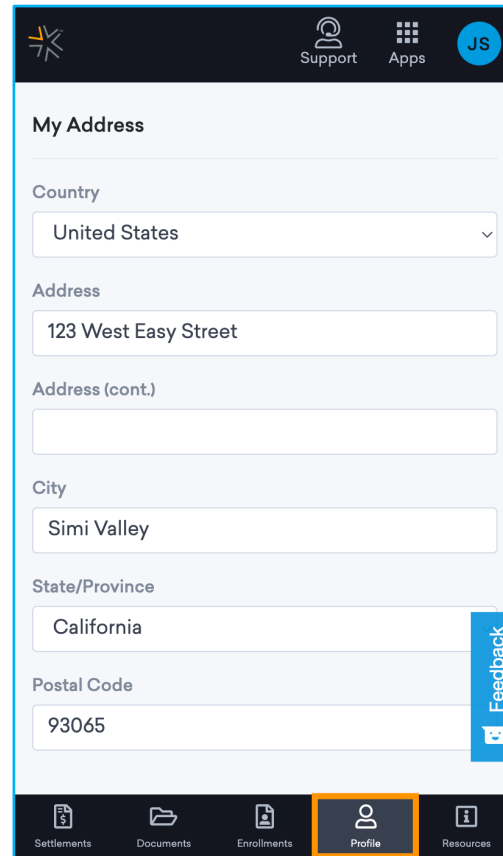
The login screen features the Openforce logo at the top. Below it are 'Log In' and 'Sign Up' links. A red-bordered input field for 'Email/Phone' contains the placeholder text 'Enter your email or phone' and a red 'x' icon. Below the field is a red error message: 'This field is required.' An orange 'Next' button is positioned below the error message. At the bottom, there is a link for 'Forgot password? Reset Password'.

2. Click **Profile** from the navigation menu.



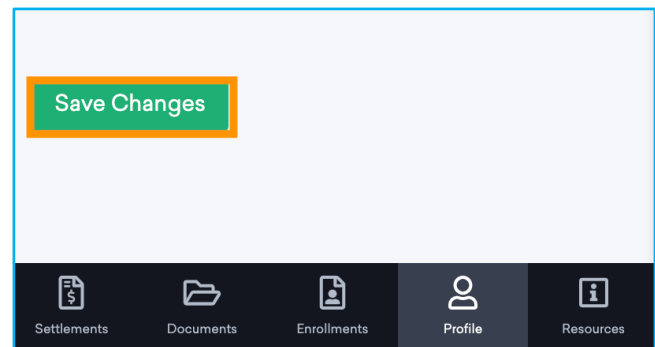
The 'My Profile' screen has a navigation bar with 'My Profile', 'My Information', 'Addresses', 'Phone Numbers', and 'Bus'. The 'My Information' section is active. It includes fields for 'First Name*' (John), 'Middle Name' (placeholder: Enter your middle name), 'Last Name*' (Smith), and 'Name Suffix' (dropdown: Select Suffix...). Below this is the 'My Address' section, which starts with a 'Country' dropdown menu.

3. Scroll to the **My Address** section.



The 'My Address' screen shows a form with the following fields: 'Country' (dropdown: United States), 'Address' (text: 123 West Easy Street), 'Address (cont.)' (empty text field), 'City' (text: Simi Valley), 'State/Province' (dropdown: California), and 'Postal Code' (text: 93065). A 'Feedback' button is on the right side. The bottom navigation bar has 'Profile' highlighted with an orange box.

4. Edit address fields to match your current mailing address as needed. Click **Save Changes** at the bottom of your screen when finished.



A close-up of the 'Save Changes' button, which is a green rectangle with white text, highlighted with an orange border. It is located at the bottom of the 'My Address' screen.