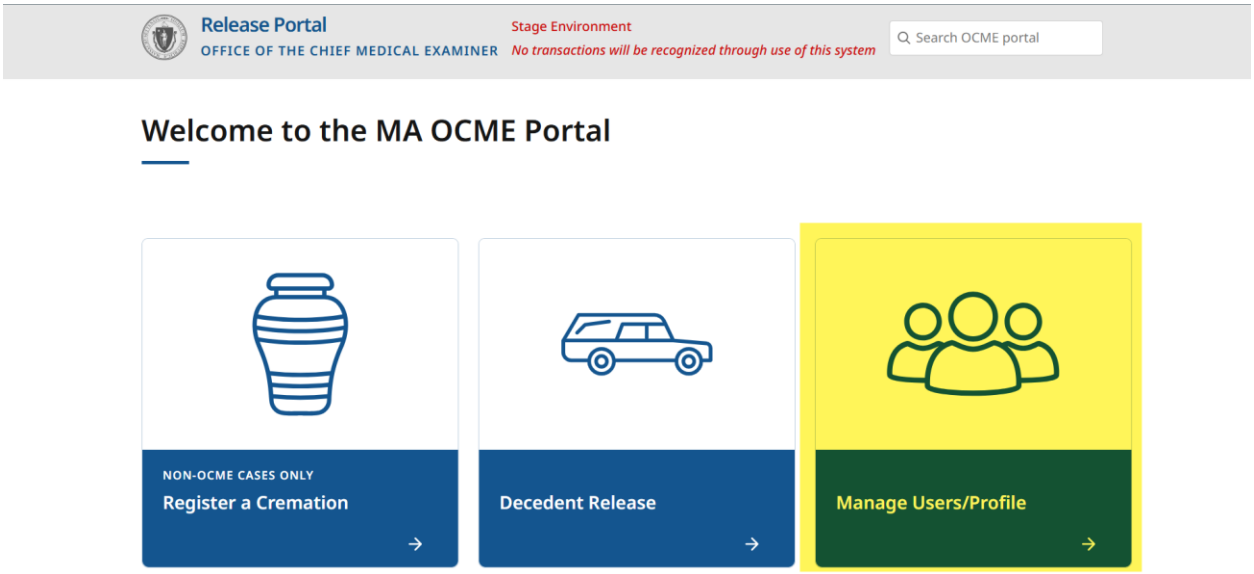
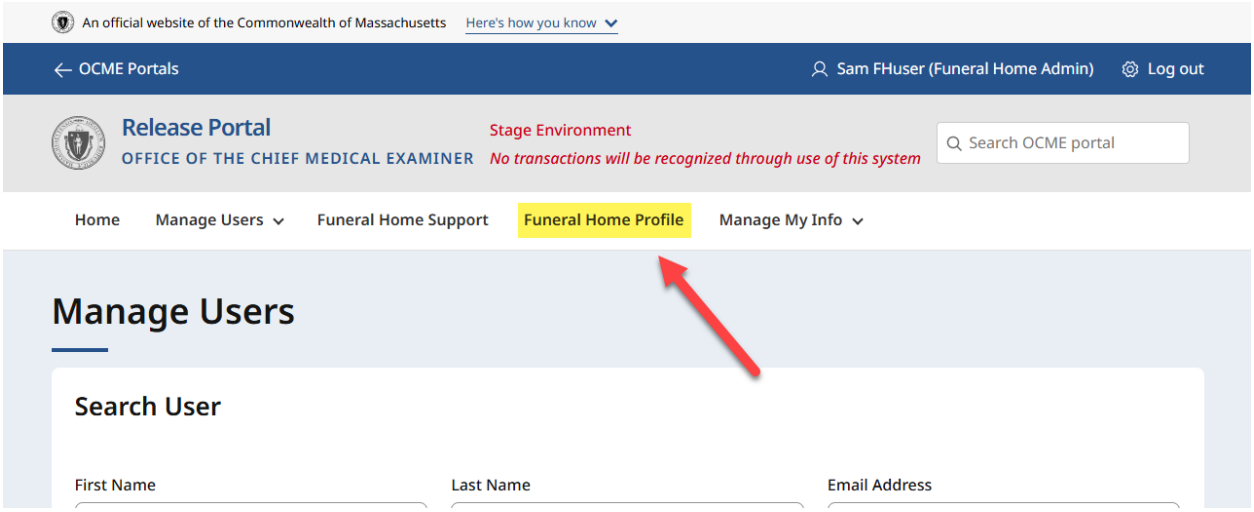
# How to Update the Funeral Home Director License Information for My Funeral Home

1. Log into the portal with a Funeral Home Admin account and enter the Manage Users/Profile section

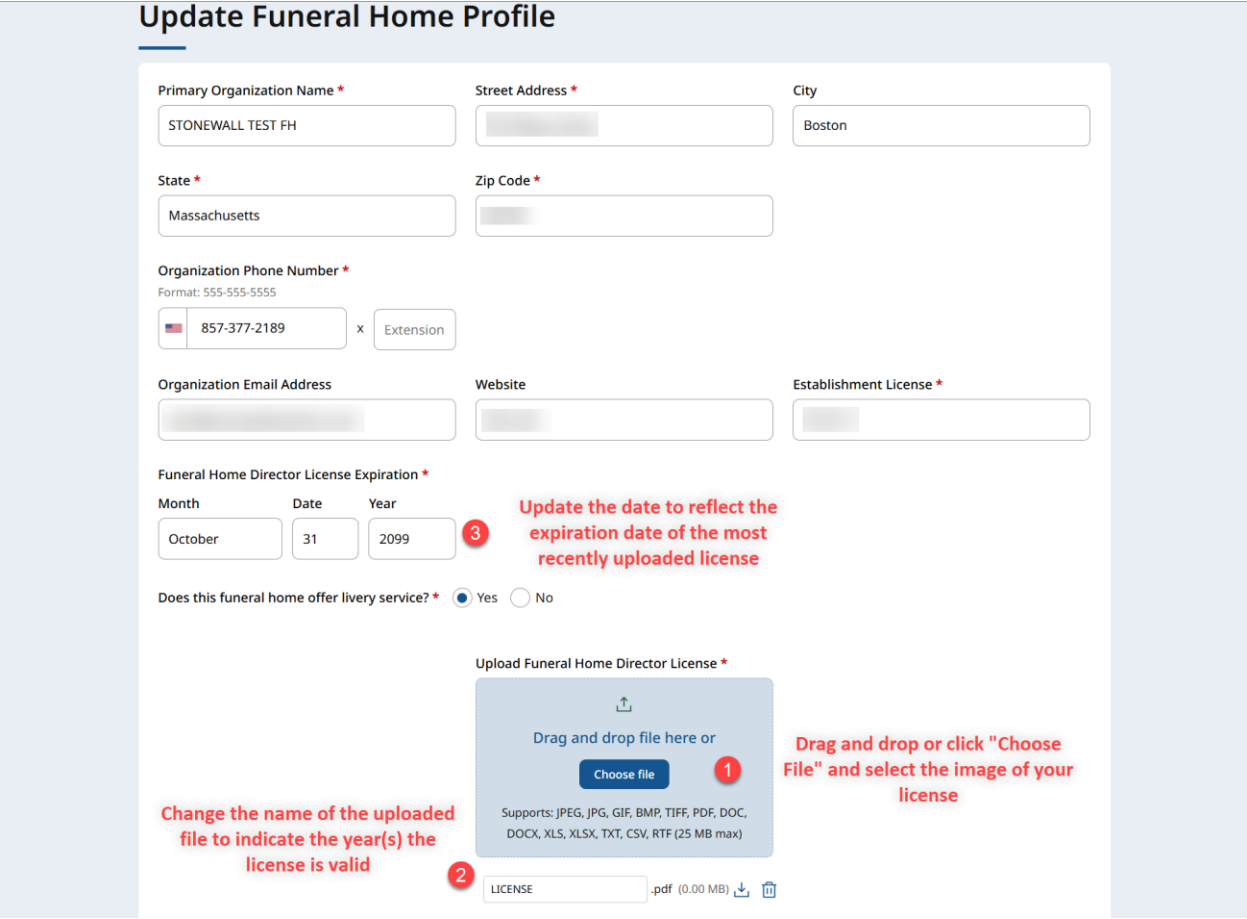



2. Click the Funeral Home Profile option in the top navigation bar




3. Click the “Choose file” button located in the "Upload Funeral Home Director License" field and upload an image of your new/renewed Funeral Home Director license in the proceeding popup. Once the image has been uploaded, make sure to update the File Name to reflect the

years that the new/renewed license spans. Finally, make sure to update the date in the Funeral Home Director License Expiration fields to reflect the most recent license.




4. Click the Update button at the bottom-left corner of the page when you have finished updating all necessary values

