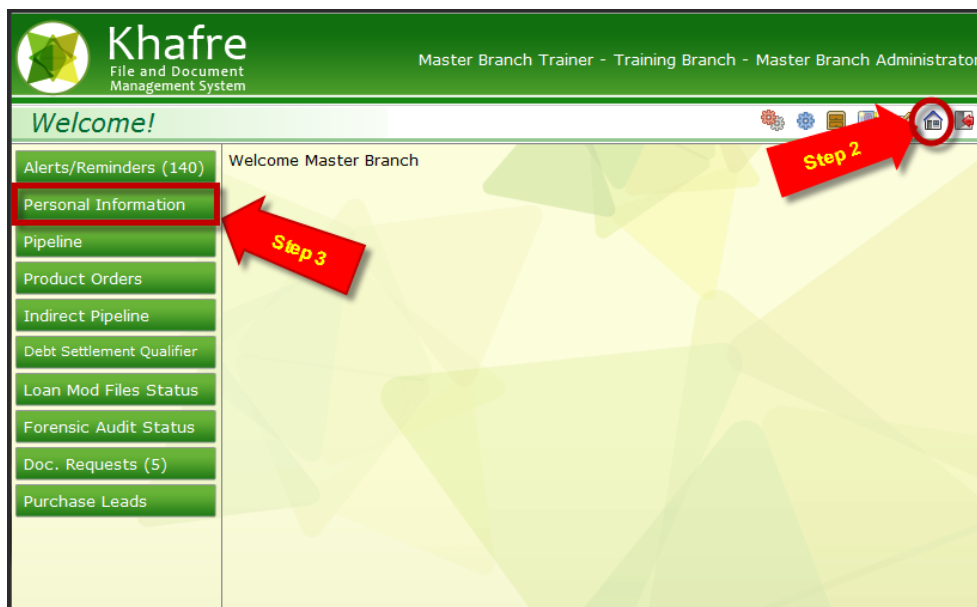


## How To Update Your Personal Information

1. Log in to Khafre at <http://www.khafreonline.com/app>



2. Click the home icon in the upper right corner of the screen
  - The Welcome! screen displays



3. Click the Personal Information tab in the left-hand navigation menu
  - The Personal Information dialog box displays



**Personal Information** [X]

Username: ngbranchadmin@gmail.com

Username Alias: Master

New Password: [ ]

Confirm New Password: [ ]

First Name: Master Branch

Last Name: Trainer

Address: 13245 Your St

Address 2: [ ]

City: Anytown

State: California [v]

Zip: 99989

Home Phone: 555-555-5555

Work Phone: 555-556-5556 Ext: 012

Cell Phone: 555-554-5554

Fax: 555-665-5565

Email: adam@paymentgone.c

Time Zone: MT -8, Pacific Standard Time [v]

[+] [OK] [Cancel] [Uploaded Documents]

4. Enter your personal contact information in their respective fields
5. Click the OK button