HOW TO: UPDATE YOUR FIND A PLANNER PROFILE

A step by step guide to help you update your Find a Planner profile

Please follow the below steps to ensure your Find a Planner profile is up to date and consumer friendly with a nice headshot and a description of your services and how you help your clients.

Step one:
Login to the FPA Member Centre using your FPA member ID and password. You can access the Member Centre here.

Step two:
To update your photo, click on the pen icon that is to the right of the camera on the right hand side of the screen. Preferably use a head and shoulders shot that is square in shape, and make sure that it is less than 1mb in size.

Step three:
Click on 'My Details' in the top navigation menu.
Step four:
To update your bio and other personal details, which will be shown in your Find a Planner profile, click on ‘Find a Planner’ on the right menu.

Step five:
Click on the pen tool to edit your details. The ‘About me’ section should be written as a bio. Please note changes to your profile can take up to 24 hours to update.