



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.

Dashboard My Details Events Finance Education Communities Resources CPD Quiz

FPA Member Centre

Latest
Latest updates, opportunities and notifications.

Your Events
You have registered to attend the following upcoming events.

YOUR PROFILE

Mobile phone is missing

Camera icon Pen icon (circled in red)

Step three:

Click on 'My Details' in the top navigation menu.

Dashboard My Details Events Finance Education Communities Resources CPD Quiz

FPA Member Centre

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.



My Details   

Preferred name

Primary Email

Secondary Email

Mobile

Work Phone

IN THIS SECTION

- [My Details](#)
- [Contact Preferences](#)
- [CPD History](#)
- [Find a Planner](#)
- [Invoice History](#)
- [Update AFSL](#)

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.

Find a Planner Information

Please note that any changes to your details will update on the online Find a Planner within 24 hours.

Your Information

  

About Me

Title

Education

Email

Phone

Mobile

Website

Opt out of Find a Planner No

Language Spoken

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LOG-IN DETAILS

Current username is LE
[Change password and/username](#)
