





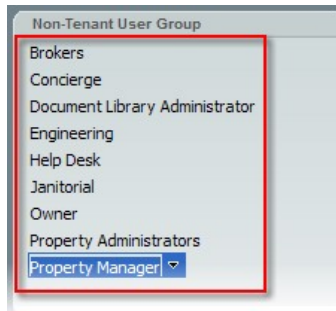
# Upload Contact Portraits

To upload portraits for users listed in the Contact Section of your Portal, refer back to the **Control Panel** --> **Setup** --> **User Groups/ Tenants** --> **Non-Tenant User Groups (staff)** --> [Create Non-Tenant User](#) section of the AXIS Portal help handbook, or follow the proceeding steps.

1. Click on [Control Panel > Setup > User Groups](#)



2. Locate and click on the **Non-Tenant User Group** (from the left pane) that the contact you wish to add a portrait to falls under.



3. Locate the Non-Tenant User from the list, and click **Edit**.



A screenshot of the 'User Groups Setup' page. The page title is 'User Groups Setup' and it includes links for 'Notify | Create | Disassociate from Group | Delete'. Below the title, it says '2 Users'. There is a table with columns: Last Name, First Name, Email, User Group, Last Modified By, Last Modified Date, and Action. The first row is for Daisy Caster, with the 'Edit' button highlighted in a red box. The second row is for Cynthia Lowe.

<input type="checkbox"/>	Last Name	First Name	Email	User Group	Last Modified By	Last Modified Date	Action
<input type="checkbox"/>	Caster	Daisy	rem@axisportal.com	Document Library Administrator, Property Manager, ...	Daisy Caster	12/8/2010 11:21:10 AM	<a href="#">Edit</a>
<input type="checkbox"/>	Lowe	Cynthia	adam.miedema@	Brokers, Property Manager	Axis	11/15/2010 4:28:56 PM	<a href="#">Edit</a>

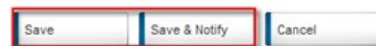
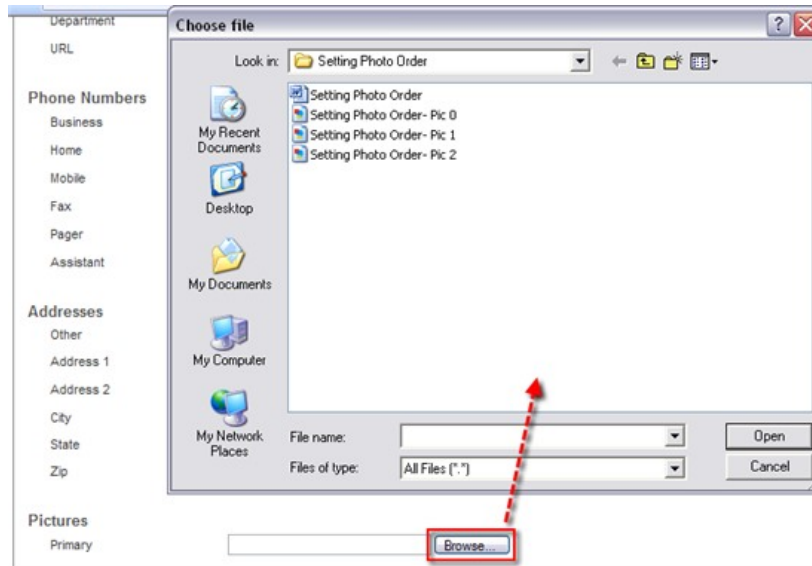
4. Click on the **Additional Information** tab.



**Personal Information**

Title	<input type="text"/>
License #	<input type="text"/>
Brokerage Name	<input type="text"/>
Broker License #	<input type="text"/>

5. Scroll to the bottom of the page. Click **Browse** under the Pictures section.
6. Locate the portrait image of the user from your local hard drive or network using the pop-up window.



7. Click **Save** or **Save and Notify** to send out an email notification that the user's account has been edited.