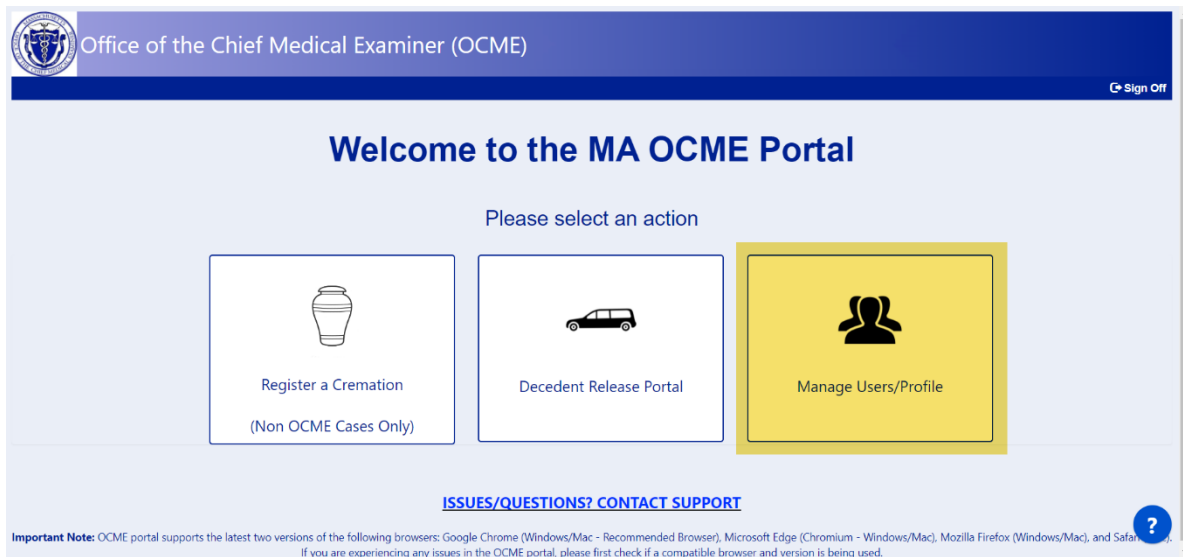
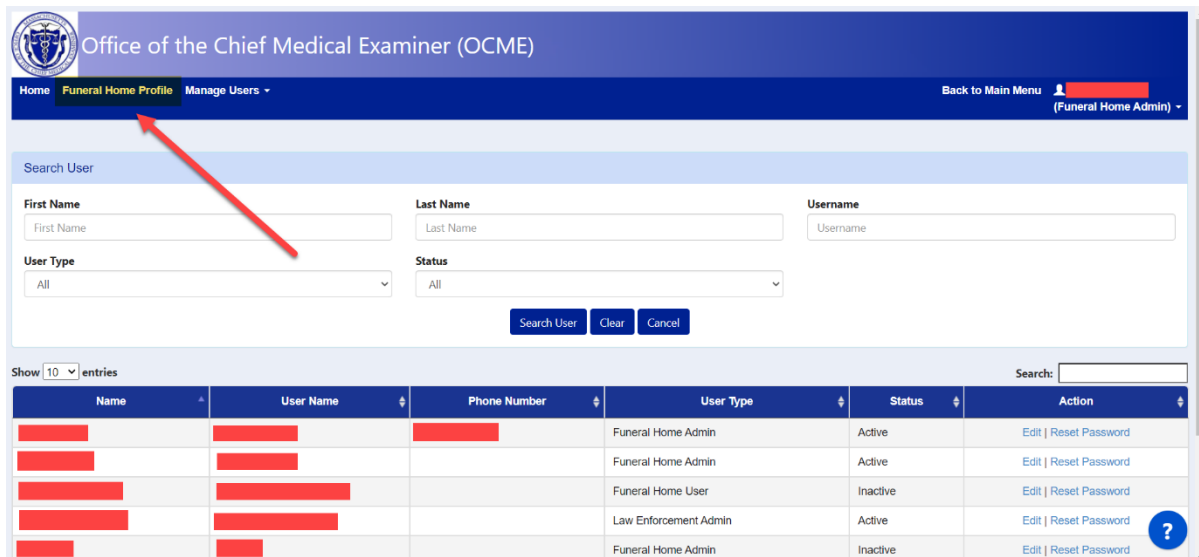


How to Update the Funeral Home Director License Information for My Funeral Home

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 Upload License 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 values in the Establishment License and Funeral Home Director License Expiration fields to reflect the most recent license.

The screenshot shows the 'Update Funeral Home Profile' form. Annotations for step 3 are as follows:

- Annotation 1:** A red circle with the number '1' points to the 'Upload License' button in the 'Upload Funeral Home Director License' section.
- Annotation 2:** A red circle with the number '2' points to the 'File Name' field in the table below the upload section, with the text 'Change the name of the uploaded file to reflect the years the new/renewed license spans'.
- Annotation 3:** A red circle with the number '3' points to the 'Establishment License' field, with the text 'Update the value to reflect the most recent license'.
- Annotation 4:** A red circle with the number '4' points to the 'Funeral Home Director License Expiration' field, with the text 'Update the value to reflect the most recent license'.

The form includes fields for: Primary Organization Name, Street Address, City, State, Zip Code, Phone Number, Organization Email Address, Website, Funeral Home Director License Expiration, and Upload Funeral Home Director License. A table lists uploaded files with columns for File Name and Action.

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

The screenshot shows the bottom of the 'Update Funeral Home Profile' form. A red arrow points to the 'Update' button at the bottom-left corner. The form includes fields for: Funeral Home Director License Expiration, Does this funeral home offer livery service?, Upload Funeral Home Director License, and a table of uploaded files. A table at the bottom shows a list of entries with columns for Organization Name, Address, City, State, Zip Code, Phone Number, Livery Service?, License Number, and Action. The 'Update' button is located at the bottom-left corner of the form.