fx MED
LEADERS IN NUTRITIONAL MEDICINE

fx Direct
PATIENT ORDERING MADE EASY

HOW TO

UPDATE YOUR PUBLIC PROFILE

PRACTITIONER HUB

LOGIN

EDIT PROFILE

PUBLIC PROFILE

PROFILE DETAILS

PROFILE PICTURE

INTRODUCTION & SOCIAL LINKS

UPDATE

PREVIEW

fxmed.co.nz/prachub/edit-profile/
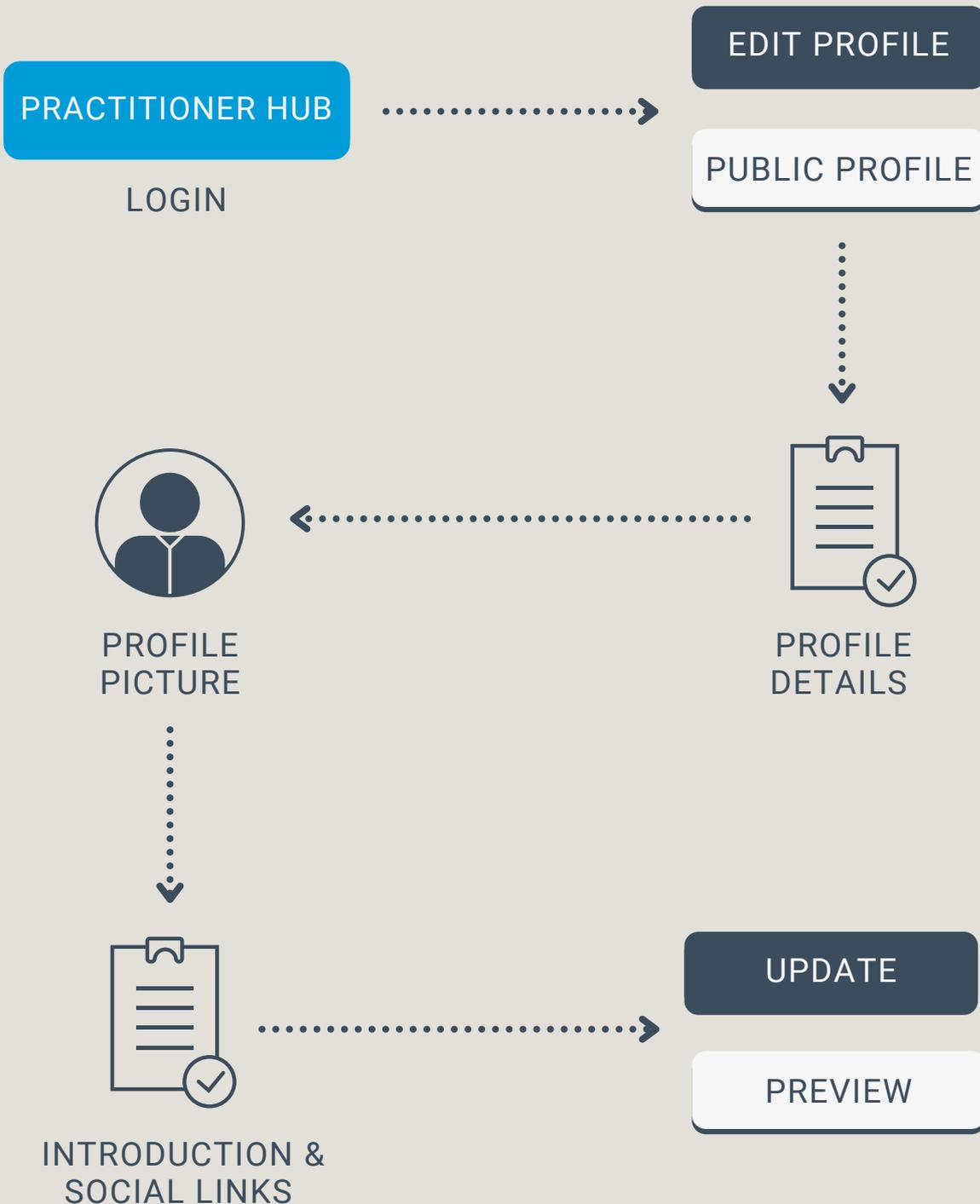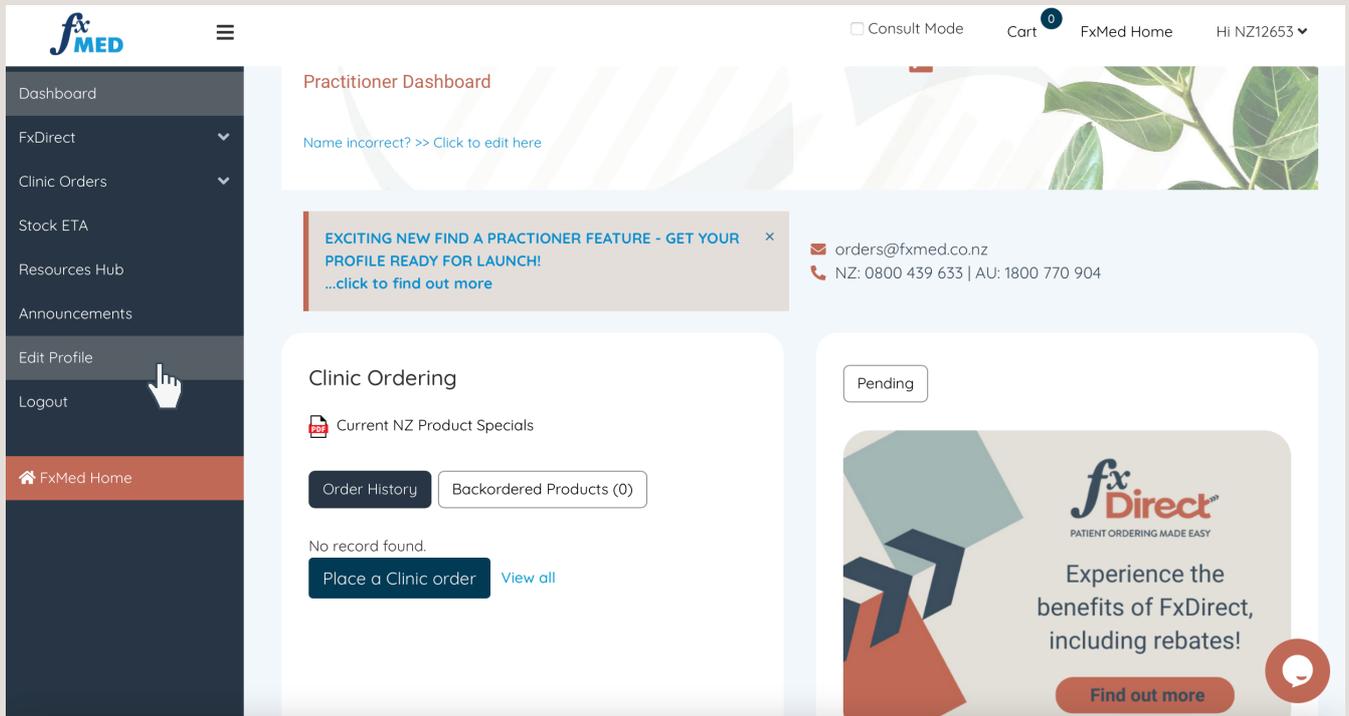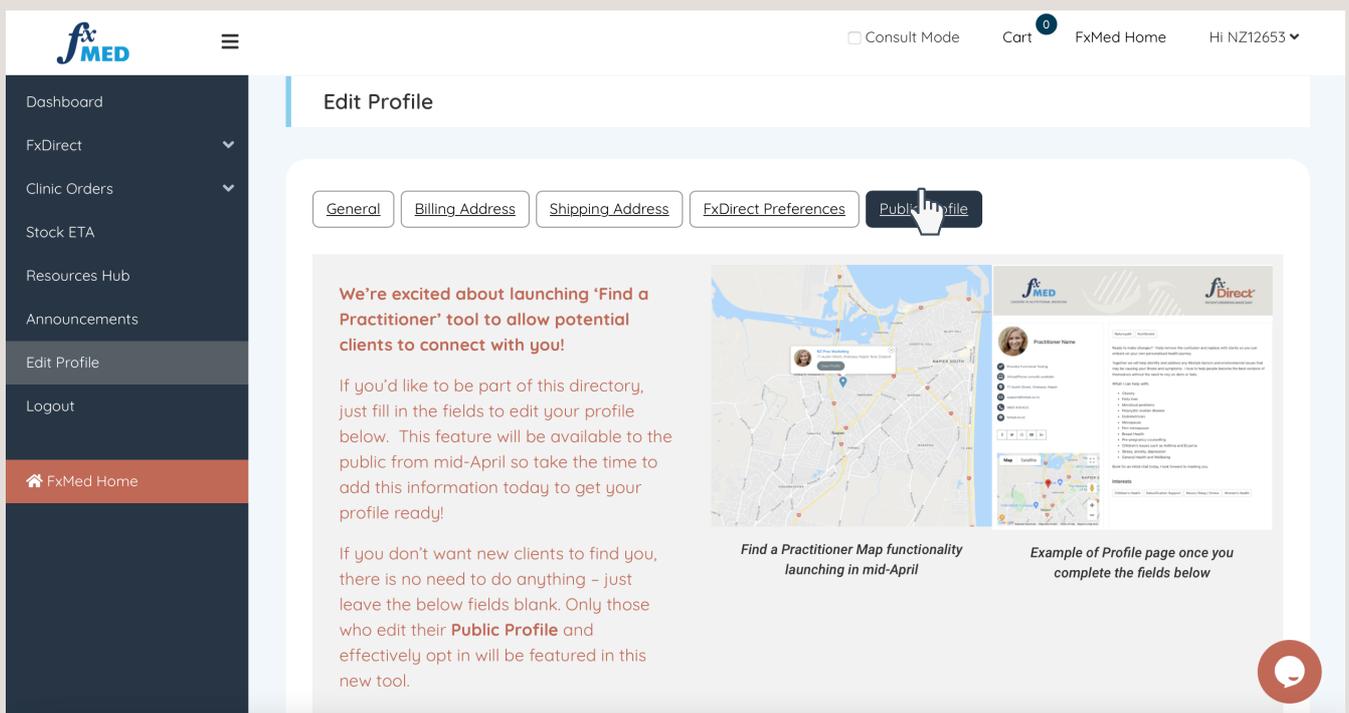
1. EDIT PROFILE

Once logged in, click on 'Edit Profile' as shown below

2. NAVIGATE TO 'PUBLIC PROFILE'

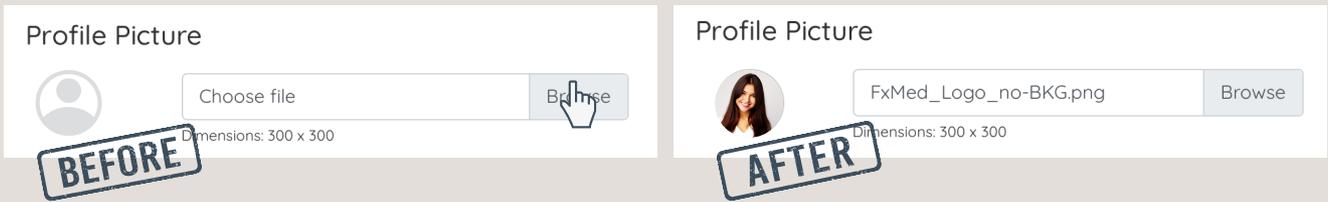Click on 'Public Profile' tab as shown below

3. ADD PROFILE DETAILS

☑ Tick the checkbox if you offer Virtual/Phone consultations

⌨ Add all information you would like publicly viewable

☞ Select your Qualification/s from the dropdown menu

ⓘ If your qualification is not listed, you can choose Natural Health Practitioner from the dropdown

☞ Select your Special Interests from the dropdown menu

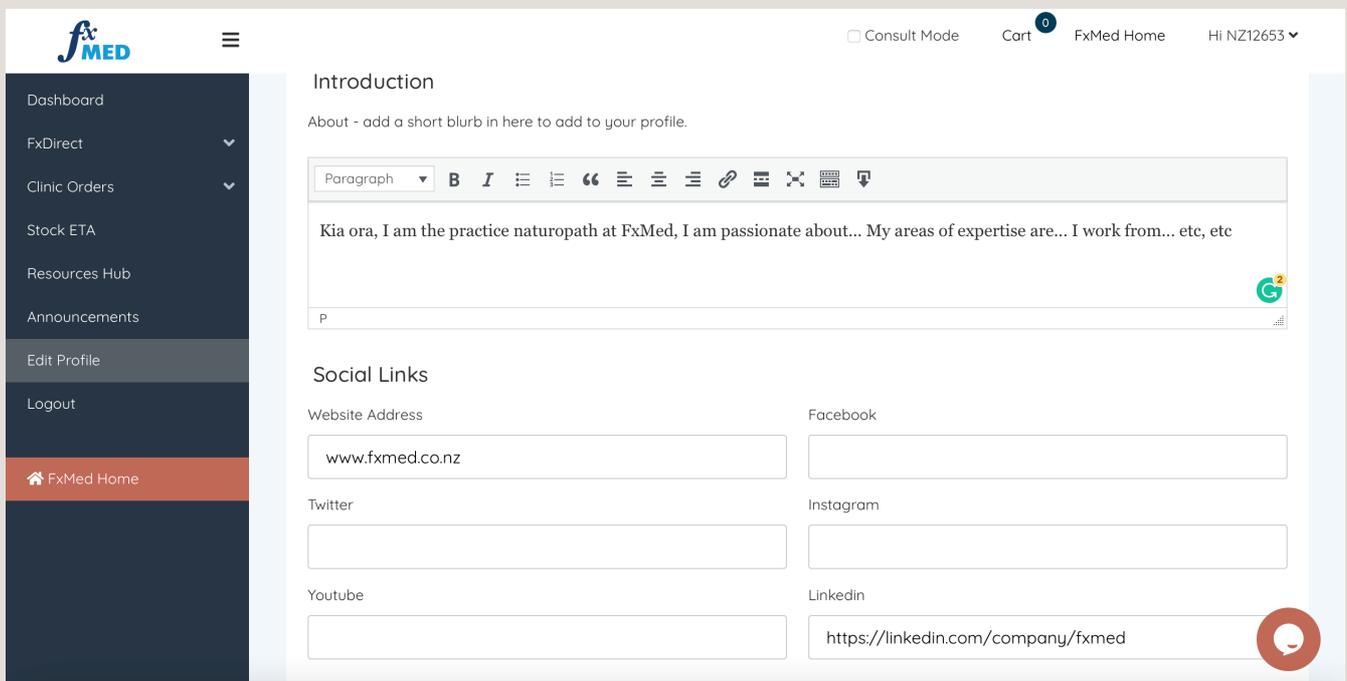☑ Tick the checkbox if you offer Functional Testing

4. PROFILE PICTURE

Add a Profile Picture - this could be a headshot, logo or any imagery (square size will work best)

Profile Picture

| | Choose file | Browse |
Dimensions: 300 x 300

BEFORE

Profile Picture

| | FxMed_Logo_no-BKG.png | Browse |
Dimensions: 300 x 300

AFTER

5. INTRODUCTION & SOCIAL LINKS

- Type in an Introduction about you/your clinic, you can add links and basic formatting here
- Copy and paste in any Social Links

6. PUBLISH (UPDATE & PREVIEW)

☑ OR if you want to come back to finish your profile later, check 'Save my profile as draft to finish later'

🖑 Click on Update

🖑 Preview (to view what your profile looks like published)

☐ `Save my profile as draft to finish later

| Update | Preview |