How do I add a signature and/or picture to my client profile via the mobile app?

1. Log in to the DCI mobile app
2. Click the **three horizontal lines** icon in the upper left-hand corner to open the menu flyout options
3. Click the **profile** (first item which is the client's username)
4. From the Profile Page, click **Action** in the upper right-hand corner.
5. Click **Add Photo** to add a profile picture
   a. Please note: If the DCI mobile app does not have access to the camera, access Settings on the mobile device and update camera access for the app.
   b. Click **Confirm**
   c. Click the **camera** icon in the bottom middle of the screen to take a picture using the mobile device
      i. Click the **checkmark** to accept the picture, the **X** to cancel, or the **refresh** icon to retake it.
6. From the Profile Page, click **Action** in the upper right-hand corner.
7. Click **Add Signature** to add a signature to the profile
   a. Click **Confirm**
   b. Draw the signature on the mobile device
      i. Click **Save** to accept the signature, or **Clear** to try again.
8. Update the picture or signature at any time by clicking **Action** in the upper right-hand corner of the Profile Page.
9. Select either **Update Photo** or **Update Signature**
10. Repeat the process above

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