

# Instructions for uploading your picture to your profile.

## Profile Screen

1. Prepare a digital picture and save it on your computer. **The size of the image must be less than 500Kb (.5Mb).** Images larger than this will not be uploaded. You will receive an error message telling you to use a smaller file. [Requirements](#)
2. After you login to your profile click the button under the blank picture image. Depending on your browser this button may be named Choose File or Browse. Select the picture that you saved on your computer. (Step 1)
3. Then click the Save Changes button to upload and save your picture. (Step 2)

lpc.ms.gov  
**MISSISSIPPI**  
State Board of Examiners for Licensed Professional Counselors

Today is: Tuesday, October 28, 2014

License No.: 0  
Last Name: aaJones-test  
First Name: Lisa

SSN: 968-53-5100  
DOB: 2014-10-21

Save Changes Logout

**NOTICE!**  
Your picture should be passport size, about 200px wide and a maximum of 500K. If it is larger then this receive an error and NOT be able to save your information.

Step 2: Click to upload and save the picture.

You must have a current picture on your profile before you can renew online.  
You may upload the picture on the left or mail your picture to the board to be added.  
[Photo Upload Instructions](#)

Password: 1598

Name(s) as shown on transcripts and/or exam records if different from what's to the left  
Lisa Jones-test

Nick name or informal name:

Step 1: Click to choose picture to upload.

Browse... No file selected.

General Registration Education App Info Complaints Payments Print Forms Online Payments