



Global Professional Directory for Harmonyum Practitioners

- How to create, update and upgrade your profile in the directory -

You will be able to add your directory profile **after** you have created your account.

To **update your existing profile**, read the section on “How to update your profile in the directory” on page 3.

To **upgrade your membership**, read the section on „How to upgrade your membership to a professional membership“ on page 4.

Please have the following **information handy** when setting up your profile in the Harmonyum directory.

Complimentary Membership

- Name and credentials
- Headshot
- Email address
- Years of Harmonyum Practice
- Time Zone
- Language

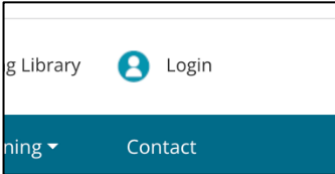
Professional Membership

- Name and credentials
- Headshot
- Email address
- Years of Harmonyum Practice
- Time Zone
- Language
- Phone number
- Professional Title(s)
- Biography (190 words maximum)
- Addresses of your business location(s) (you can add 2 different locations)
- Additional qualifications
- Location of Services: in-home visits, office visits, phone sessions, video sessions
- Client Payment information (price, currency, payment methods)
- Link to your website and social media accounts
- A video box

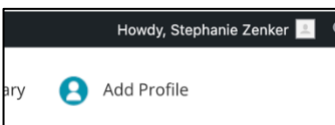
Payment information. The professional membership is valid for two years and incurs a payment of \$60 upon submission of your profile information.

- How to add your profile in the directory -

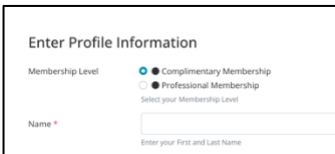
1. Go the website <https://harmonyumhealing.com/>



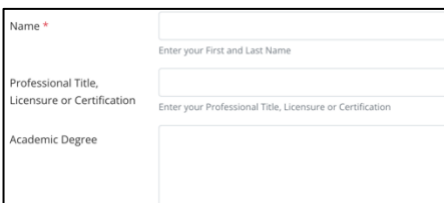
2. Click on Login in the upper right corner. Log into your account.



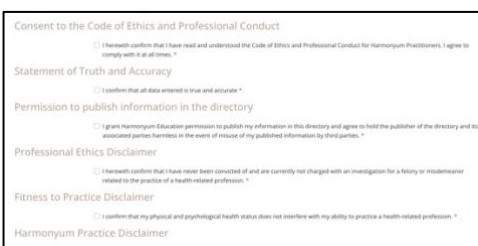
3. Click on “Add Profile” under your name in the upper right corner on your screen.



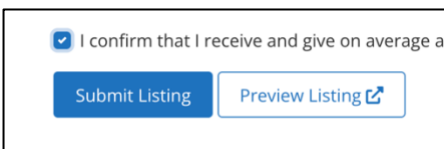
4. Choose your membership option. Please note that a professional membership is valid for two years and incurs a \$60 fee upon submitting your profile information.



5. Complete the information in the fields. An instruction on which information needs to be entered is written below each field.



6. Check the boxes at the bottom of the form. Please note that a missing check mark will not allow you to submit your profile information.



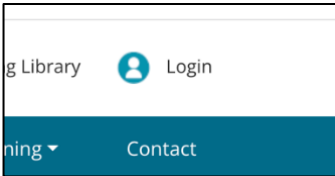
7. You can preview your profile page by clicking “Preview Listing”. To submit your information, click the blue “Submit Listing” button.

In case you chose the professional membership, the payment page shows up. Complete the billing information and click on the blue “Pay Now” button to make your payment.

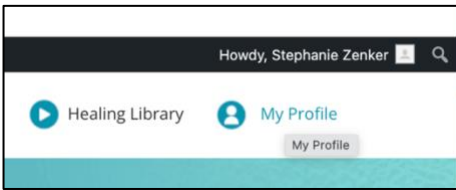
You can pay with PayPal without having or using a PayPal account.

- How to update your profile in the directory -

1. Go the website <https://harmonyumhealing.com/>



2. Click on Login in the upper right corner. Log into your account.

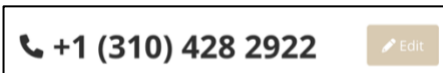


3. Click on "My Profile".



4. Look for your phone number.

On the right side of your phone number, you see a light brown "Edit" button. Click on it.



5. Update any information.

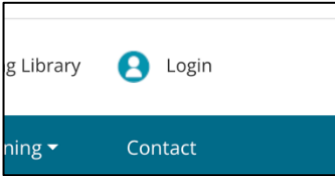
A screenshot of the 'Enter Profile Information' form. It includes a 'Membership Level' section with radio buttons for 'Complimentary Membership' and 'Professional Membership'. Below this are input fields for 'Name', 'Professional Title, Licensure or Certification', and 'Academic Degree'.

6. You can preview your profile page by clicking "Preview Listing". To submit your information, click the blue "Submit Listing" button.

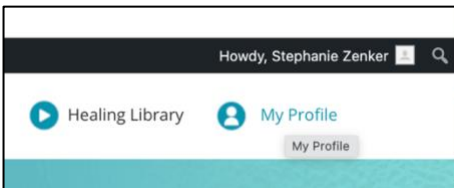
A screenshot of the bottom of the form. It features a checked checkbox with the text 'I confirm that I receive and give on average at'. Below this are two buttons: a blue 'Submit Listing' button and a white 'Preview Listing' button with an external link icon.

- How to upgrade your membership to a professional membership -

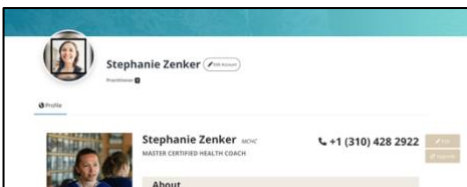
1. Go the website <https://harmonyumhealing.com/>



2. Click on Login in the upper right corner. Log into your account.

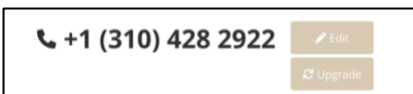


3. Click on "My Profile".

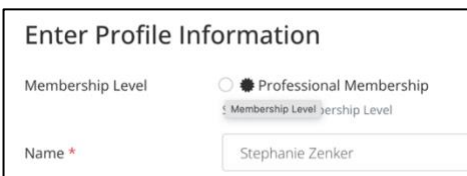


4. Look for your phone number.

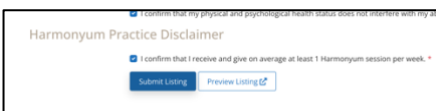
On the right side of your phone number, you see two light brown buttons.



Click on the button "Upgrade".



5. Check the circle to activate your Professional Membership.



6. Scroll down to the bottom of the page.

Click on the blue "Submit Listing" button.

Item	Price	Quantity	Item Subtotal
Professional Membership Practitioner: Stephanie Zenker	\$60.00	1	\$60.00
	Subtotal		\$60.00
	Total		\$60.00

7. On the next page, you can complete your personal information and make your payment of \$60 for the professional membership. The payment processor is PayPal. It will process your credit card even if you do not have a PayPal account.

