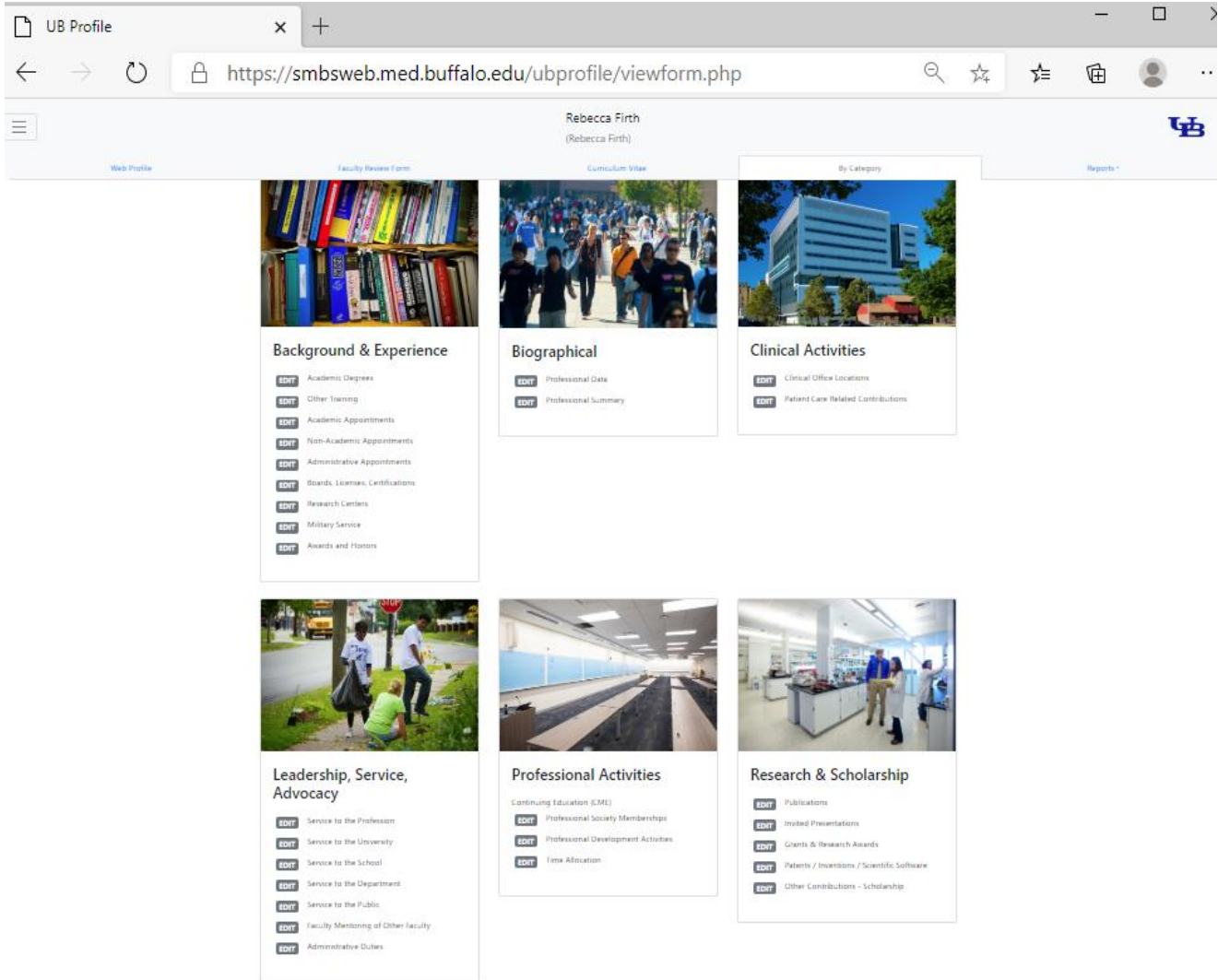


UB Profile Instructions

By Category Instructions

Once logged into UB Profile, select **By Category** to access the data entry menu page.



The By Category tab lists ALL data fields. Use the instructions found at the top of each page as well as the **green help text** found under some of the data entry fields for assistance.

Please note - data entered into fields will be shared across additional menu pages, as appropriate.