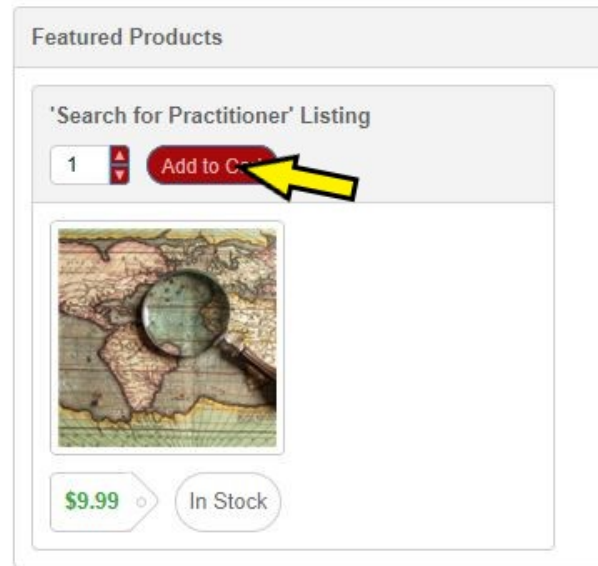
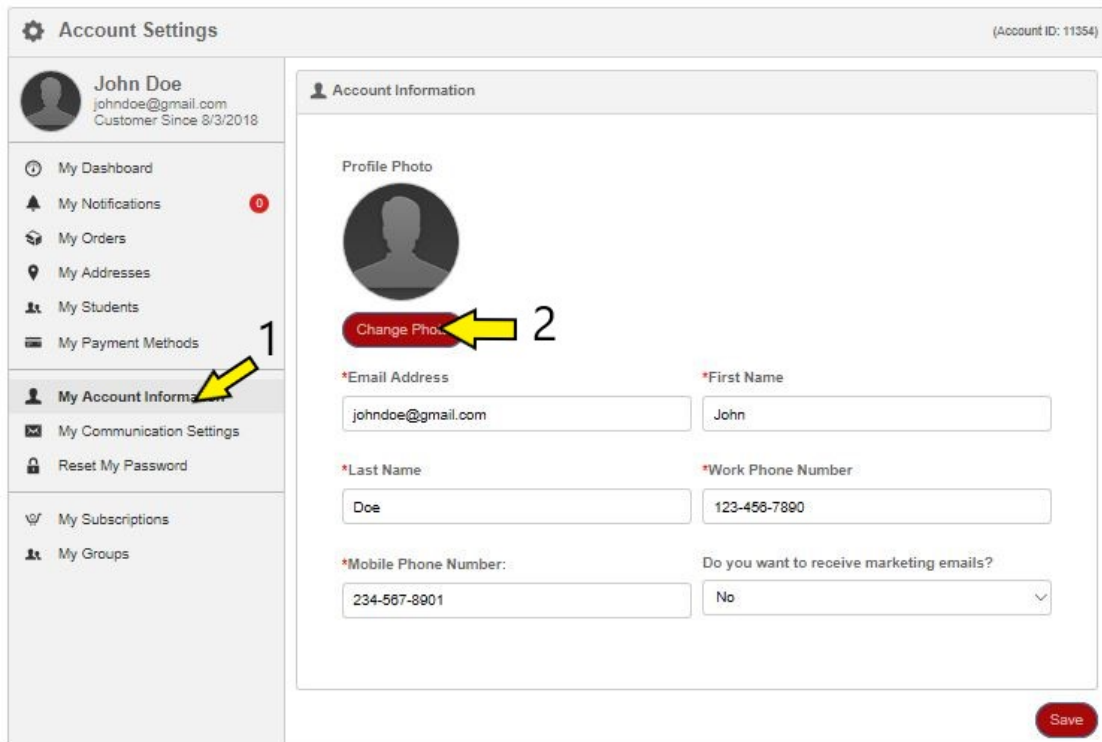


How to Set Up Your Search for Practitioner Listing

1. Login to your student portal at jonesinstitute.configio.com
2. Go to the Products Tab and add the **Search for Practitioner Listing** to your Cart.
3. Go through the Checkout process.
4. Once your order is confirmed, you'll need to set up your information for your listing.



5. Go to MyCounterstrain -> **My Account** and click on the **My Account Information Tab**.
6. There you can set a profile picture and reformat any information you want displayed differently. **Click the Save** button after making any changes.



The screenshot shows the 'Account Settings' page for 'John Doe'. The 'My Account Information' tab is selected, indicated by a yellow arrow and the number '1'. Below the profile photo, there is a 'Change Photo' button with a yellow arrow and the number '2'. The form contains the following fields:

- *Email Address: johndoe@gmail.com
- *First Name: John
- *Last Name: Doe
- *Work Phone Number: 123-456-7890
- *Mobile Phone Number: 234-567-8901
- Do you want to receive marketing emails?: No

A red 'Save' button is located at the bottom right of the form.

7. Next, go to the **My Addresses** tab.
8. You'll need to set up a "Work" address so click the **Add New Address** button and fill out the form for the address you want displayed. Make sure to choose "**Work**" as the address type. **Click Save**.

Account Settings (Account ID: 11354)

John Doe
johndoe@gmail.com
Customer Since 8/3/2018

- My Dashboard
- My Notifications 0
- My Orders
- My Addresses** ← 1
- My Students
- My Payment Methods
- My Account Information
- My Communication Settings
- Reset My Password
- My Subscriptions
- My Groups

Edit Address

*First Name: John *Last Name: Doe

*Address 1: 1834 Wild Deer Lane Address 2:

Address 3:

*Postal Code: 41567 *City: Stone

*State: Kentucky Country: United States

Residential Address Primary Address

Address Type: Work ← 2

9. Next, go to the **My Communication Settings** Tab.

10. Here you'll need to check the **"Show my account information in search results"** box.

11. Then, choose what information you don't want displayed. You can opt out of your mobile phone, email address, and street address lines being shown.

Account Settings

John Doe
johndoe@gmail.com
Customer Since 8/3/2018

- My Dashboard
- My Notifications 0
- My Orders
- My Addresses
- My Students
- My Payment Methods
- My Account Information
- My Communication Settings** ← 1
- Reset My Password
- My Subscriptions
- My Groups

Email Settings

Check the communications below that you would like to receive. You may lose access to certain features by opting out of these communications. You will still receive system communications for things like order confirmations and waitlist notifications.

Marketing Emails

Receive Marketing Emails (Account: johndoe@gmail.com)

Account Directory Search

Show my account information in search results ← 2

Show my profile image in search results

Show my first name in search results

Show my last name in search results

Show my email in search results

Show my phone in search results

Show my mobile phone in search results

Show my membership levels in search results

Show my address 1 in search results

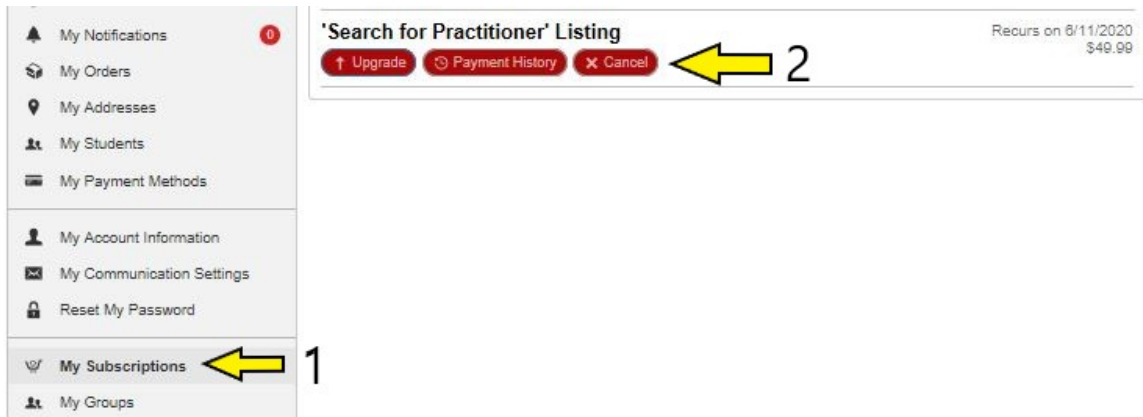
Show my address 2 in search results

Show my city in search results

Show my state/province in search results

Show my postal code in search results

12. Billing is run one year from your original purchase date. You can view when your next billing date is, see payment history, or cancel your subscription anytime by going to **My Subscriptions** tab.



13. You're ready to be found and to search for Practitioners in your area. Go to jonesinstitute.configio.com/accountdirectory and start searching.

Good luck and happy healing!