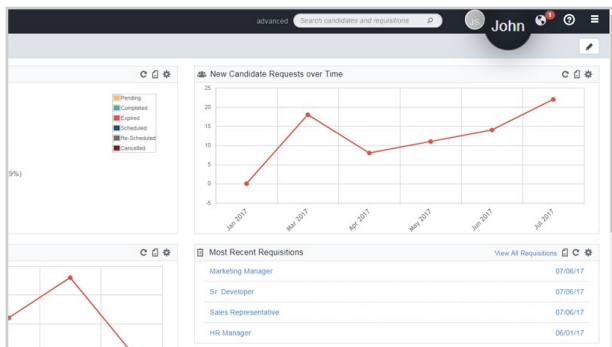


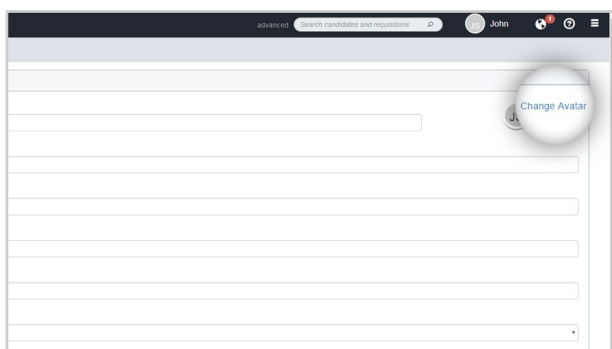


PROFILE SETTINGS GUIDE

This guide will cover the process of configuring your profile settings on your RIVS account.

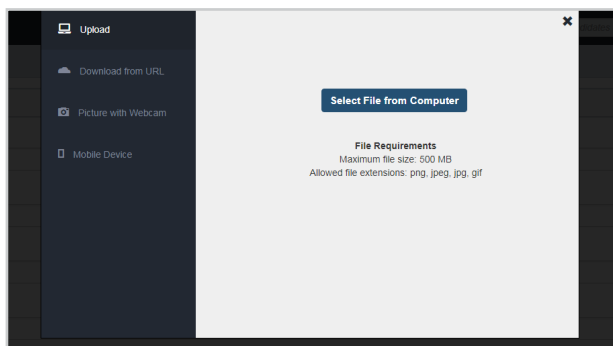


1 Click your name in the top right corner.



2 Click the Change Avatar button to change your account profile picture.

PROFILE SETTINGS GUIDE



3 Select an option for uploading or taking a picture from the left side of the window. Follow the prompts on the right side to save your profile picture.

A screenshot of the 'Basic Account Settings' form. It contains several input fields: 'Email' (pre-filled with johnsmith@rivs.com), 'First Name' (pre-filled with John), 'Last Name' (pre-filled with Smith), 'Title', 'Phone Number', and 'Time Zone' (pre-filled with [GMT-08:00] Pacific Standard Time (US & Canada)). There is a 'Cancel' button at the bottom left.

4 In the Basic Account Settings section, edit your email address, first and last name, title, phone number, and time zone.

A screenshot of the profile settings page. It shows various input fields for account information. A 'Change Avatar' button is visible on the right. At the bottom right, a 'Save' button is highlighted with a circular callout.

5 Click the Save button to save your changes.

A screenshot of the 'Password Settings' form. It has a section titled 'Password Details' with three input fields: 'Old Password', 'New Password', and 'Confirm New Password'. There is a 'Cancel' button at the bottom left.

6 In the Password Settings section, you can change your account password. Type your current password in the Old Password field. Type a new password in the New Password field, and confirm the password by typing it again in the Confirm New Password field.

PROFILE SETTINGS GUIDE

Profile Settings page showing the 'Details' section. The 'Save' button is highlighted with a red circle.

7 Click the Save button to change your password.

Password Change dialog. Below the password fields, there is a section for API Tokens with a link to 'Manage your API tokens'.

8 To manage your API tokens, click the “Manage your API tokens” button.

API Access page. The 'Generate New Token' button is highlighted with a red circle.

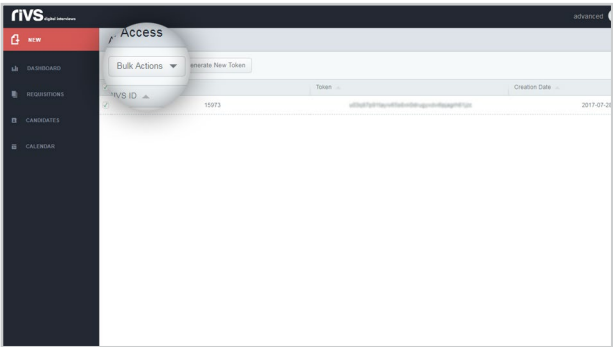
9 To generate a new API token, click the Generate New Token button. A new token will generate in the list below which can be used to integrate with different applications.

*Integration partners include: Applitrack, Boomi, Bullhorn, IBM BrassRing, iCIMS, Jobvite, Luceo (TalentStream Recruit), SearchSoft, Taleo Business Edition, Taleo Enterprise Edition

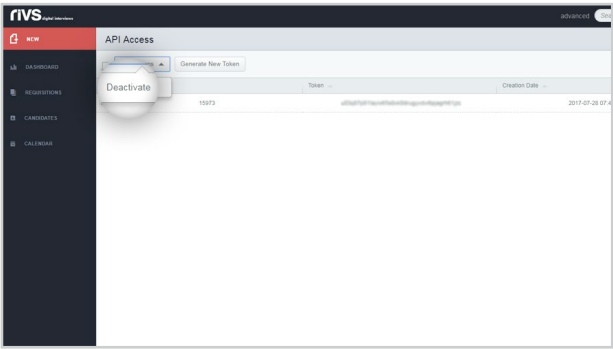
API Access page showing a table of generated API tokens. A red circle highlights the checkbox next to the first token.

10 To deactivate an API token, select the checkbox next to the token(s) you’d like to deactivate.

PROFILE SETTINGS GUIDE



11 Click the Bulk Actions button.



12 Click Deactivate.