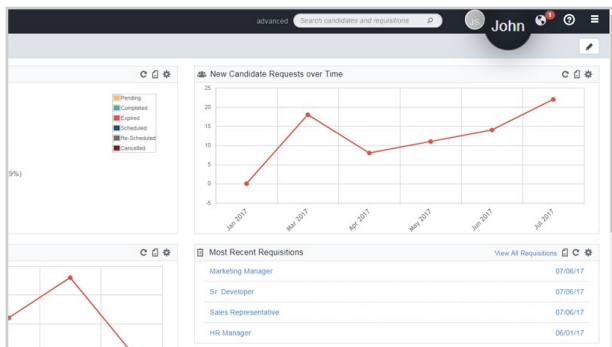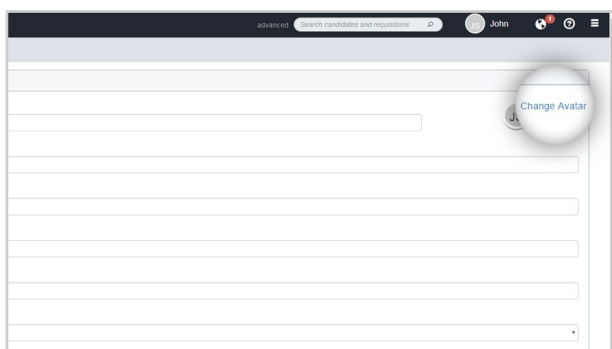# PROFILE SETTINGS GUIDE

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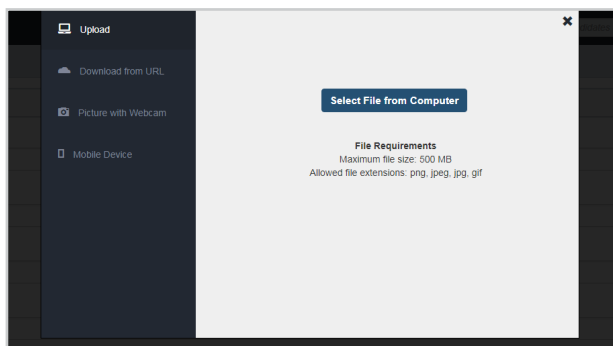

1 Click your name in the top right corner.

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

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.

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

5 Click the Save button to save your changes.

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.

7 Click the Save button to change your password.

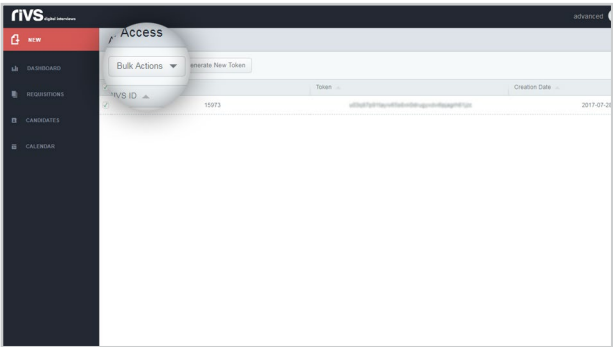**8** To manage your API tokens, click the "Manage your API tokens" button.

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
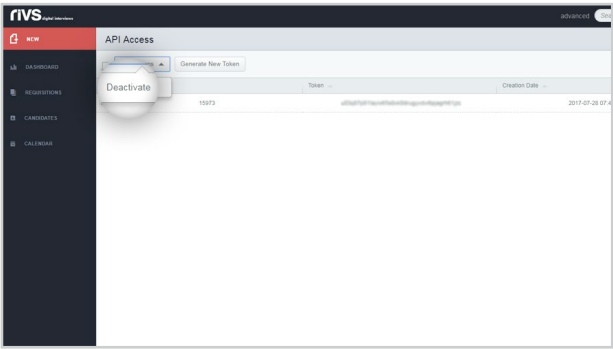

10 To deactivate an API token, select the checkbox next to the token(s) you'd like to deactivate.

11 Click the Bulk Actions button.

12 Click Deactivate.