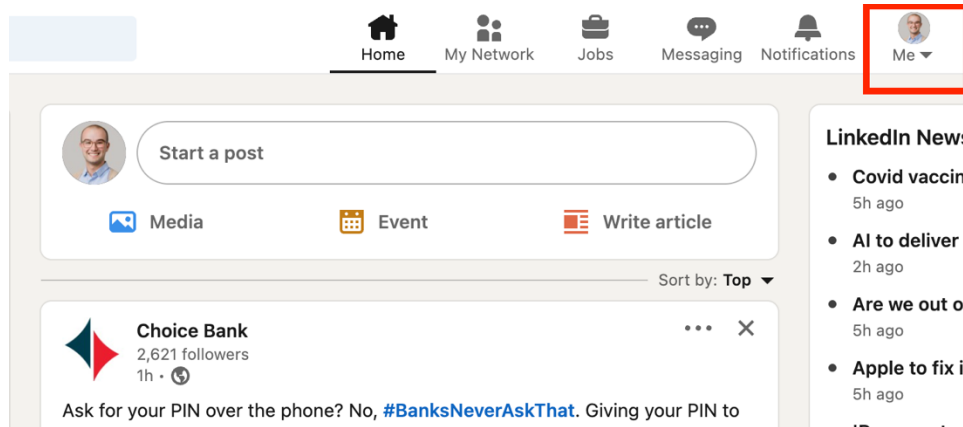
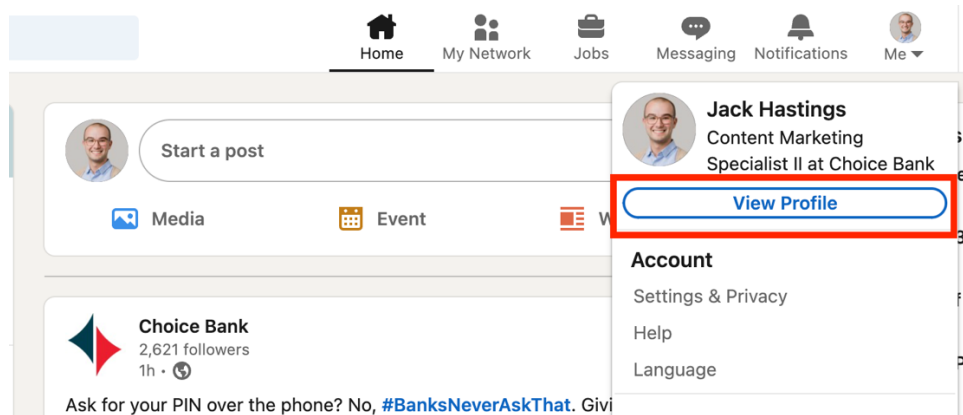


# How to Update Place of Work on LinkedIn

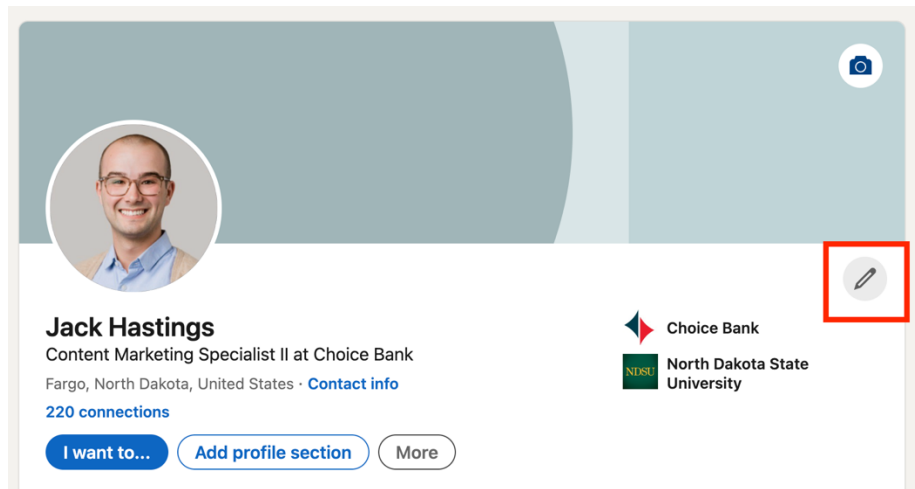
1. Click the **Me** icon at top of your [LinkedIn homepage](#).



2. Click **View Profile**



3. Click the **Edit** icon in your introduction section.









4. In the **Edit intro** pop-up window, under the **Current position** field, click **Add new position** and enter your information in the **Add experience** pop-up window.

A screenshot of the "Edit intro" pop-up window. The window has a title bar with "Edit intro" and a close button (X). Below the title bar, there is a note: "\* Indicates required". The form contains several fields: "First name\*" with the value "Jack", "Last name\*" with the value "Hastings", "Additional name" (empty), "Name pronunciation" (empty), "Pronouns" with a dropdown menu showing "Please select", "Headline\*" with the value "Content Marketing Specialist II at Choice Bank", and "Current position" with a dropdown menu showing "Content Marketing Specialist II at Choice Bank". Below the "Current position" dropdown, there is a red box highlighting a button labeled "+ Add new position". At the bottom of the form, there is a checkbox labeled "Show current company in my intro" which is checked.

5. In the **Company Name** section, ensure you select the correct Choice Bank. The correct company will have the Choice Bank logo.

Company name\*

Choice Bank

-  Choice Bank  
Company • Banking
-  Choice Bank  
Company • Banking
-  Choice Bank  
Company • Banking
-  Choice Bank Ltd  
Company • Banking
-  First Choice Bank  
Company • Banking
-  Choice Bank Limited

6. Select **I am currently working in this role** checkbox.

Add experience

**Notify network**  
Turn on to notify your network of key profile changes (such as new job) and work anniversaries. Updates can take up to 2 hours. Learn more about [sharing profile changes](#). On

\* Indicates required

Title\*  
Content Marketing Specialist II

Employment type  
Full-time

Learn more about [employment types](#).

Company name\*  
Choice Bank

Location  
 Fargo, North Dakota, United States

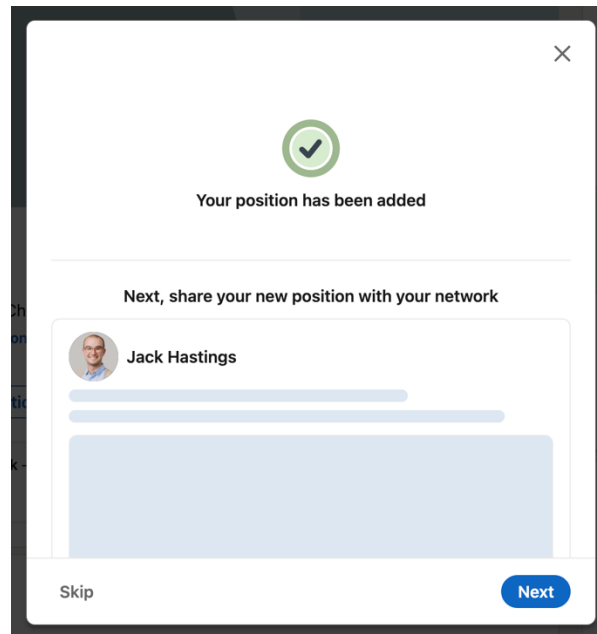
Location type  
Hybrid

Pick a location type (ex: remote)

I am currently working in this role

Start date\*

7. Click **Save**
8. Once saved, LinkedIn will give you the opportunity to share your new position with your LinkedIn connections. If you do not want to share, click **Skip**. If you do want to share, click **Next**.



9. If you clicked **Next**, you will be brought to a post editor window. You can either write your own message or use the following language provided by Choice. Please update the red text with language that applies to your position.

***I'm excited to announce that I've joined Choice **Bank/Insurance/Benefits/Wealth/Home Loans** as a **job title!** In this role, I'll **describe role/responsibilities** all with a **#PeopleFirst** promise.***

***At Choice Bank, putting **#PeopleFirst** drives our everyday decisions and guides how we treat our customers, colleagues, and communities. We focus on building lasting relationships with our customers by providing quick answers, access to decision-makers and creative solutions that meet your needs.***

***Email me at **email address** if you'd like to learn more about **banking/insuring/benefit planning/investing/home loan options** with Choice.***

10. Click **Post** once you are finished.