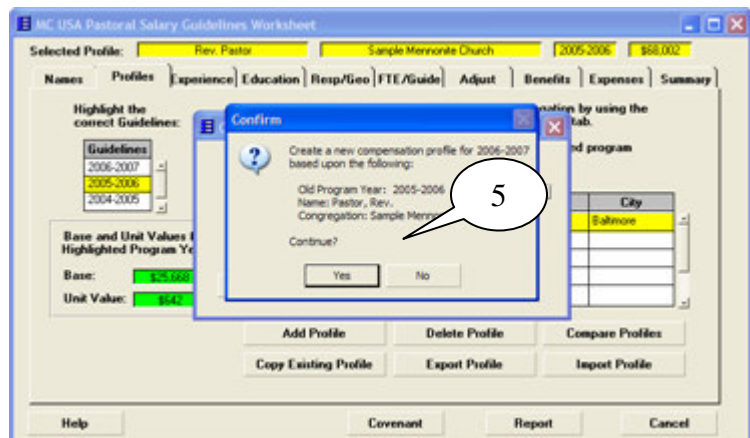
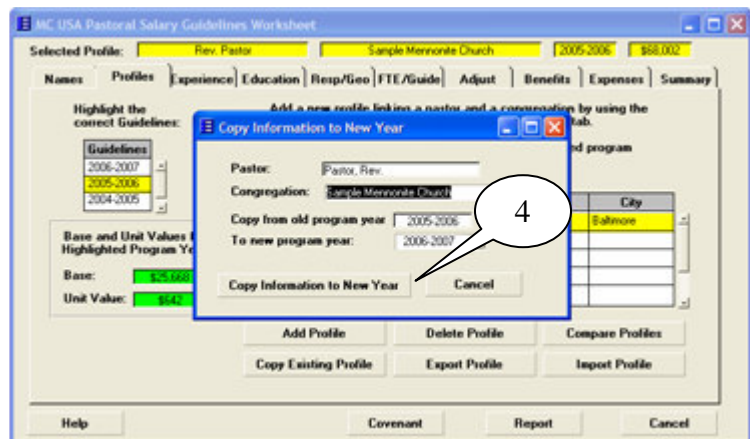
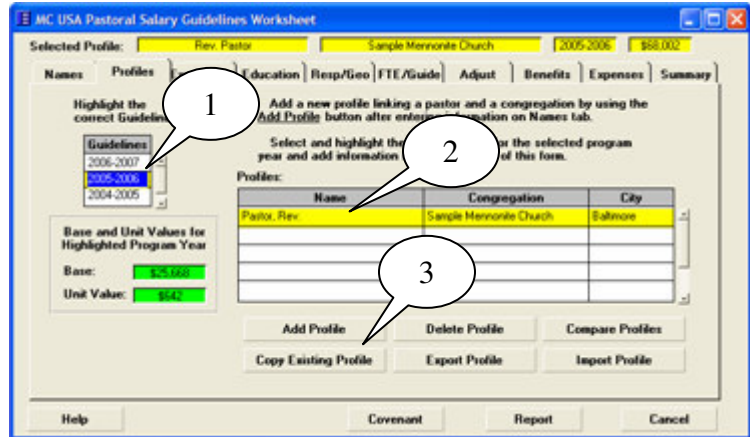


Copy Existing Profile to New Year

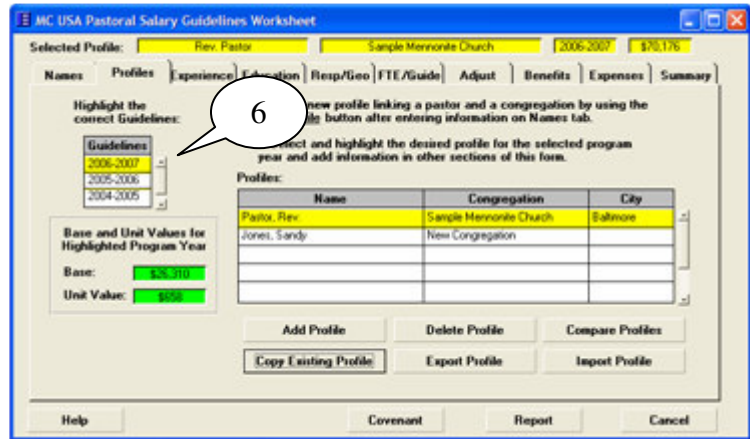
The quickest way to calculate compensation according to guidelines after the first year is to copy the profile from the previous year and made corrections.

- 1 Select **Guidelines** from previous year.
- 2 Highlight profile.
- 3 Click on **Copy Existing Profile**.
- 4 Check that information is correct and click **Copy Information to New Year**.
- 5 Confirm the creation of a new profile.

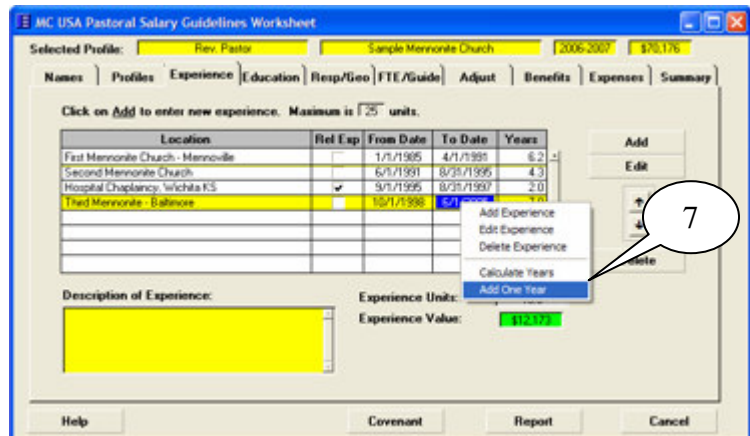


(More on next page....)

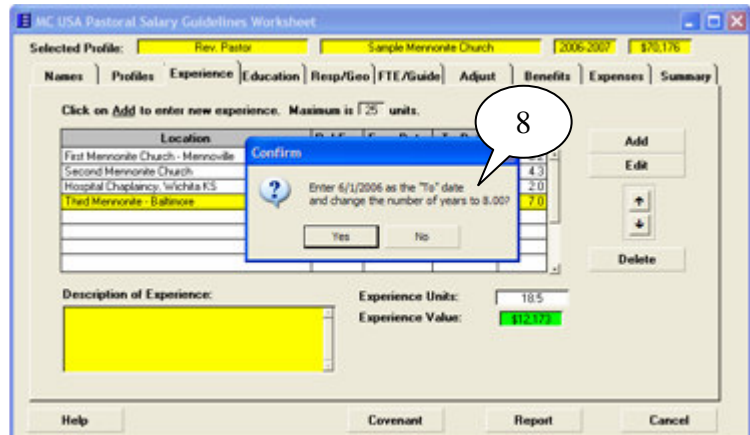
- Notice that you have been taken to the new profile in the new year.



- Add a year to the current experience by right clicking on it and selecting *Add One Year*. (Or select *Edit*.)



- Confirm the change.



- Make any other changes on any of the other tabs. Generally there will be few changes to make. Review the *Summary*.

