

# Switch Your Profile between Employers

1 Navigate to <https://app.writertrack.com/dashboard>

2 Click "Your Profile"

The screenshot shows the user profile section of the WriterTrack dashboard. At the top right, the user's name 'Kevin Namaswa' is displayed next to a profile icon with the letter 'K'. Below the name, the role 'Writer' is indicated. To the left of the name, the status 'Active' is shown in a green pill, and 'Bal Ksh.56' is displayed next to a blue wallet icon. Below the profile information, there are six summary cards arranged in a 2x3 grid, each with a title, a large number, and a subtitle. The cards are: 'Completed Orders' (16), 'Revision Orders' (0), 'Cancelled Orders' (3), 'Submitted Orders' (0), 'Available Orders' (0), and 'Fined Amount' (0). Each card has a vertical ellipsis menu icon in the top right corner.

Category	Count
Completed Orders	16
Revision Orders	0
Cancelled Orders	3
Submitted Orders	0
Available Orders	0
Fined Amount	0

3 Click on "[Employer](#)" you want to switch

The screenshot shows a user dashboard for Kevin Namaswa, a Writer. The dashboard includes a top navigation bar with a balance of Ksh.56, a status of 'Active', and a profile icon. Below the navigation bar are six summary cards: 'Completed Orders' (16), 'Revision Orders' (0), 'Submitted Orders' (0), 'Available Orders' (0), and 'Fined Amount' (0). A dropdown menu is open, showing options: 'Sign out', 'Profile', 'Switch Employer', and a list of other employers: 'edwinbukari@gmail.com', 'jane@gmail.com', and 'writerg@gmail.com'. An orange circle highlights the 'Switch Employer' option.

4 You will be logged out. Log in Again.

The screenshot shows a sign-in form for IRACK. The form includes a logo at the top, the title 'Sign in', and a link for users without an account: 'Don't have an account? [Sign up](#)'. There are two input fields: 'Email \*' and 'Password \*'. Below the input fields are a checkbox for 'Remember me' and a link for 'Forgot password?'. A 'Sign in' button is located at the bottom of the form.

5 Click "Sign in"

**Sign in**  
Don't have an account? [Sign up](#)

Email\*  
[redacted]@gmail.com

Password\*  
.....

Remember me [Forgot password?](#)

**Sign in**

6 Click on your profile, you will see your switched employer

Bal Ksh.56 **Active** Kevin Namaswa   
Writer

Completed Orders <b>2</b> Completed Orders	Revision Orders <b>0</b> Revision Orders	Cancelled Orders <b>0</b> Cancelled Orders
Submitted Orders <b>0</b> Submitted Orders	Available Orders <b>0</b> Available Orders	Fined Amount <b>0</b> Fined Amount