



PRAELIQ

Free Member Step-by-Step Guide

How to reserve, build, manage, edit, publish, and share your PRAELIQ profile

START HERE

Reserve a free profile: felicia.praeliq.com/join

Member login: felicia.praeliq.com/member/login

This guide covers the functions available to PRAELIQ Free members. Features labeled PRAELIQ Plus are listed separately so there is no confusion.

Quick Start Checklist

- Open felicia.praeliq.com/join
- Reserve and verify your profile
- Sign in at felicia.praeliq.com/member/login
- Complete your profile information
- Add past recognition or invite someone to recognize you
- Review and publish entries
- Share your public profile link

What Free Members Can Do

- Reserve one verified public PRAELIQ profile
- Use passwordless email-code member login
- Edit display name, handle, headline, and profile visibility
- Receive recognitions through the public profile form
- Approve, publish, decline, search, and filter recognitions
- Add historical feedback, recognitions, awards, and accolades as public text
- Edit published recognition text and republish or save privately
- Use the rotating public recognition display
- Submit, edit, and resubmit feedback tied to the verified member email
- View member notices and the compact Love Genome explainer
- Share the public profile and use complete mobile navigation
- Download a JSON account backup or permanently delete the account

1. Reserve Your Free PRAELIQ Profile

1. **Go to the registration page.** Open <https://felicia.praeliq.com/join> on a phone, tablet, or computer.
2. **Choose how to continue.** ChatGPT sign-in is optional. You may use it to prefill your email, or continue as a guest without creating a ChatGPT account.
3. **Enter your profile information.** Add your display name, email address, preferred PRAELIQ handle, and a short recognition headline.
4. **Review the public-profile notice.** Your display name, handle, and headline are intended for your public profile. Your email stays private.
5. **Submit your reservation.** Select Reserve and verify my profile.
6. **Verify your email.** Open the verification message sent to your email and follow the instructions. Your profile becomes active after verification.
7. **Save your profile link.** Your public link follows this format: <https://felicia.praeliq.com/p/your-handle>.

2. Sign In to Your Member Dashboard

8. **Open member login.** Go to <https://felicia.praeliq.com/member/login>.
9. **Enter your verified email.** Use the same email address used when you reserved your profile.
10. **Request a secure code.** PRAELIQ sends a temporary passwordless sign-in code to your email.
11. **Enter the code.** Submit the code before it expires. You will be taken to your private dashboard.
12. **Sign out when finished.** Use Secure logout, especially on a shared or public device.

3. Edit Your Profile and Public Visibility

13. **Open Profile information.** From the member dashboard, find the Profile information section.
14. **Update your details.** Edit your display name, PRAELIQ handle, or recognition headline.
15. **Choose visibility.** Select Public to keep your profile visible, or Private to hide it from public viewing.
16. **Save changes.** Select Save profile changes. Use View public profile to confirm the result.

4. Add Past Feedback, Recognition, Awards, and Accolades

17. **Open the recognition command center.** In your dashboard, go to Bring your history forward.
18. **Select Add a past recognition.** Choose the type: Feedback, Recognition, Accolade, Award, Personal, Professional, or Scholarly.
19. **Enter the original details.** Add the date received, source person or organization, context, and public-facing text.
20. **Confirm accuracy.** Check the confirmation box stating that the entry is accurate, appropriate to share, and does not expose confidential information.
21. **Publish.** Select Add and publish to my profile. The entry appears on your public profile immediately.
22. **Know the evidence rule.** Free members can publish the written entry. Private PDF or image evidence attachments are a PRAELIQ Plus feature.

5. Receive and Manage New Recognitions

23. **Share your public profile.** Send your profile link to colleagues, educators, family, friends, mentors, or community partners.
24. **Wait for a submission.** Visitors can use the recognition form on your public profile. Nothing is published automatically.

25. **Open your recognition library.** New submissions appear privately in your dashboard as Awaiting review.
26. **Review the full entry.** Check the text, source, relationship, category, and any available private integrity information.
27. **Approve or decline.** Select Approve and publish to show it publicly, or Decline privately to keep it off your profile.
28. **Search and filter.** Use search, status, and category filters to locate records quickly.

6. Edit and Republish Recognition Text

29. **Find the entry.** Use the searchable recognition library to locate a pending, private, or published recognition.
30. **Select Edit recognition text.** Revise the public-facing text, category or relationship, and recognition quality.
31. **Choose the outcome.** Select Resubmit and publish to update the public profile immediately, or Save privately to remove it from public display.
32. **Confirm the result.** The evidence relationship stays intact and PRAELIQ does not create a duplicate record.

7. Submit, Edit, and Resubmit PRAELIQ Feedback

33. **Submit feedback.** Use Share feedback on the site or open <https://felicia.praeliq.com/feedback>. Enter the same email used for your member account if you want the entry connected to your dashboard.
34. **Open My submitted feedback.** Signed-in members can view feedback connected to their verified email.
35. **Select Edit feedback.** Update the feedback type, rating, message, or permission to contact you.
36. **Save and resubmit.** Your feedback keeps the same PRAELIQ receipt number and is marked as edited and resubmitted.
37. **Export if needed.** Download your visible feedback as CSV or JSON, or use Print / Save PDF.

8. Share and Navigate Your Public Profile

38. **Open View public profile.** Use the dashboard link to see the profile visitors see.
39. **Share your link.** Copy the profile address and share it in a résumé, email signature, portfolio, LinkedIn profile, application, or presentation.
40. **Use the public recognition loop.** Approved recognition text rotates on the public profile and visitors can browse the full collection.
41. **Use phone navigation.** Select Menu on the landing page to reach every major section, Member login, and Reserve profile without switching to desktop view.

42. **Use page controls.** Top and Bottom controls move quickly through long pages. Section controls may hide, reopen, print, or copy a section link.

9. Download or Delete Your Account Data

43. **Open Account and access.** Use the member dashboard account controls.
44. **Download a backup.** Download a portable JSON backup of your profile and recognition history.
45. **Delete only when certain.** Account deletion permanently removes your profile, recognition records, sessions, and stored evidence. Follow the on-screen confirmation carefully.

10. Free Features vs. PRAELIQ Plus

Included with PRAELIQ Free	Available with PRAELIQ Plus
✓ Reserve one verified public PRAELIQ profile	PLUS Private evidence-file uploads for recognition records
✓ Use passwordless email-code member login	PLUS Timeline analytics and virtue insights
✓ Edit display name, handle, headline, and profile visibility	PLUS Advanced downloadable recognition-insight reports
✓ Receive recognitions through the public profile form	PLUS Other premium benefits identified as PRAELIQ Plus in the dashboard
✓ Approve, publish, decline, search, and filter recognitions	
✓ Add historical feedback, recognitions, awards, and accolades as public text	
✓ Edit published recognition text and republish or save privately	
✓ Use the rotating public recognition display	
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Important Privacy and Accuracy Reminders

- Do not upload passwords, payment-card numbers, medical records, Social Security numbers, or confidential employer information.

- Publish only feedback, recognition, or evidence you are authorized to share.
- Your verified email, member ID, pending submissions, and declined submissions are not displayed publicly.
- Review public-facing text before selecting publish or republish.
- Contact info@praeliq.com for account, privacy, billing, or technical assistance.

Need Help?

Website: <https://felicia.praeliq.com>

Support: <https://felicia.praeliq.com/contact>

Email: info@praeliq.com

Feedback: <https://felicia.praeliq.com/feedback>

PRAELIQ — Recognition, Refined.