

Update your User Profile

Want to tweak your profile? Super easy! Here's how to change your details, update your address, or switch up your password:

Quick Steps:

1. Log in.
2. Click your name, then 'Your Profile'.
3. Edit what you need, and 'Save Changes'.
4. For your address, click 'Addresses', then 'Edit', fill it in, and 'Save Changes'.
5. For your password, click 'Security', then 'Change Password', enter your old and new passwords, and 'Change Password'.

Easy Peasy! Just remember, some fields are required to save.

Detailed Instructions:

1. Log in to the User Portal and click on your name in the top left corner of the page.
2. Select Your Profile from the drop-down menu.
3. On your Profile Page, you can make changes to any fields that are not greyed out. After making your changes, click the Save Changes button.
4. To update your address, click on Address which is located below Your Profile. Click Edit to begin editing your profile.
5. Under Edit Address, fill in the necessary fields. When you're done, click the Save Changes button to save your new address.
6. You can change your password by going to the Security tab which is located below Addresses.
7. Click on Change Password to begin. Enter your Current Password and create a new password for your account. Re-enter your new password under Confirm Password.
8. Save your changes by clicking Change Password.

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