

Edit Your Profile and Update Your Address

If at any time a customer needs to make changes to their profile (e.g. the customer moves and has a new address) they can do so by editing their user profile. Some fields are required to save the profile information.

Quick Steps:

1. Log in to the **User Portal**.
2. Click your **name** in the top left corner and select **Your Profile**.
3. Edit any fields that are available and click **Save Changes**.
4. To update your address, click on the **Addresses tab**.
5. Click **Edit** and fill in any missing fields. Then click **Save Changes** to update your address.
6. To change your password, click on the **Security tab**, then click **Change Password**, and then enter your **Current Password** as well as a **New Password**. In **Confirm Password** re-enter your new password.
7. Click **Change Password** to confirm changes.

Step-by-Step Instructions:

1. **Log in to the User Portal:** Click on your **name** in the top left corner of the page.
2. **Access your Profile Menu:** Select **Your Profile** from the drop-down menu.
3. **Edit Your Profile:** 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 to save your changes.
4. **Updating Your Address:** To update your address, click on **Address** which is located below **Your Profile**. Click **Edit** to begin editing your profile.
5. **Edit Address:** Under **Edit Address**, fill in the necessary fields. When you're done, click the **Save Changes** button to save your new address.
6. **Locating the Security Menu:** You can change your password by going to the **Security tab** which is located below **Addresses**.
7. **Change your password:** Click on **Change Password** to begin changing your password. Enter your **Current Password** and create a new password for your account. Re-enter your new password under **Confirm Password**.
8. **Save changes:** Save your changes when you're done by clicking **Change Password**.

