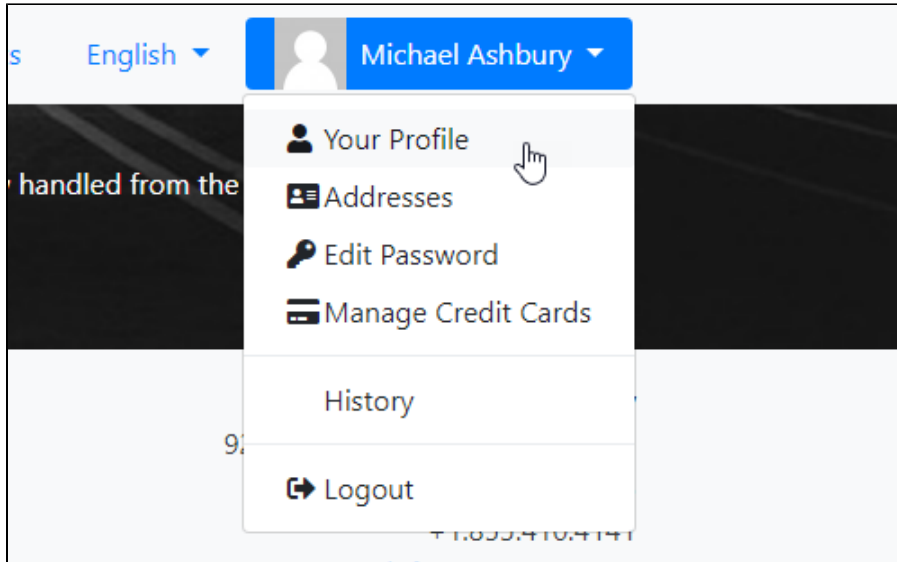


Edit User Profile

This article explains how an end user can edit their customer profile using the OPS-COM user portal.

If at any time your 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.

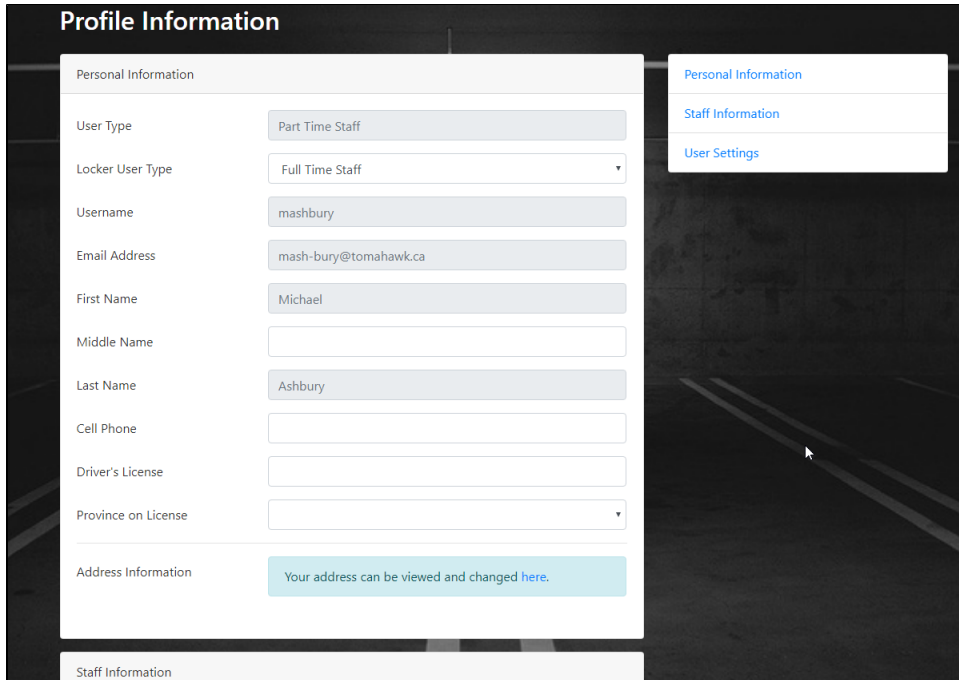
1. Log in to the **User Portal** and click your name in the top right-hand corner followed by **Your Profile**.



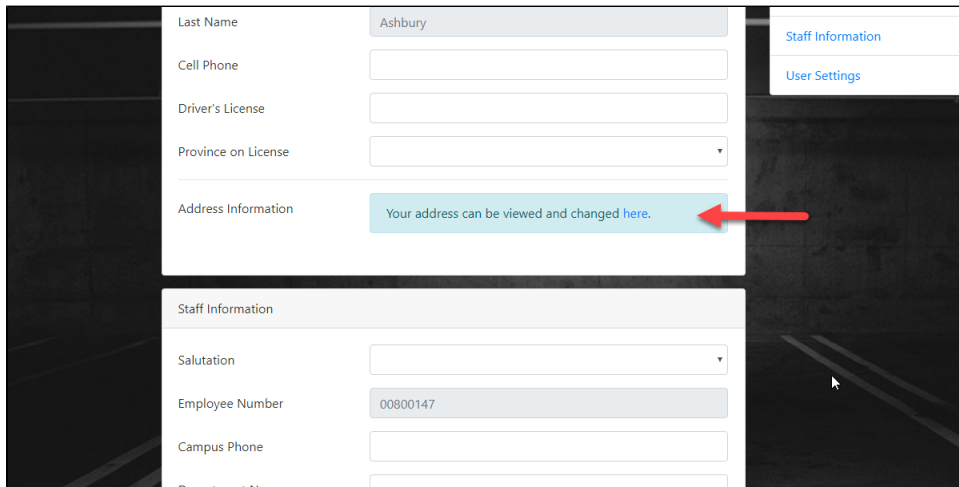
Important

If you edit profile details to empty that is required, you will not be able to perform any other tasks until the required fields are completed and submitted.

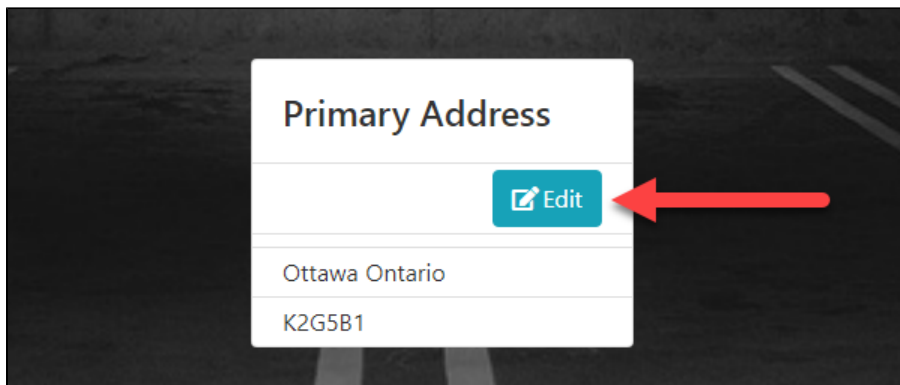
2. On this page, you can edit any fields that are available (not greyed out). Make your changes and click the **Save** button.



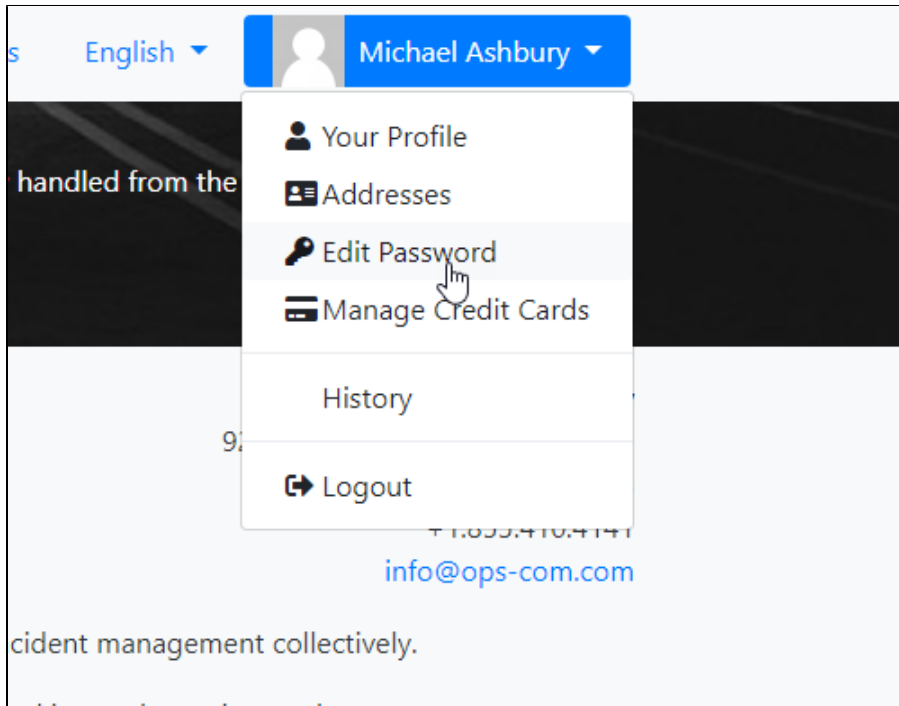
3. To update your address click the link found next to **Address Information**.



4. Edit your address under **Primary Address** by clicking the **Edit** button. Click the **Save** button to save your changes.



5. You can also change your password on the profile menu by following the instructions under the **Edit Password** menu.



6. Provide your **Current Password** and create a **New Password** for your account.

A screenshot of the 'Passwords' form. At the top, a green message box says 'Password successfully changed.'. Below this are three input fields: 'Current Password' (containing 'Current Password'), 'New Password' (containing 'Password'), and 'Confirm Password' (containing 'Password'). A blue 'Change Password' button is at the bottom.