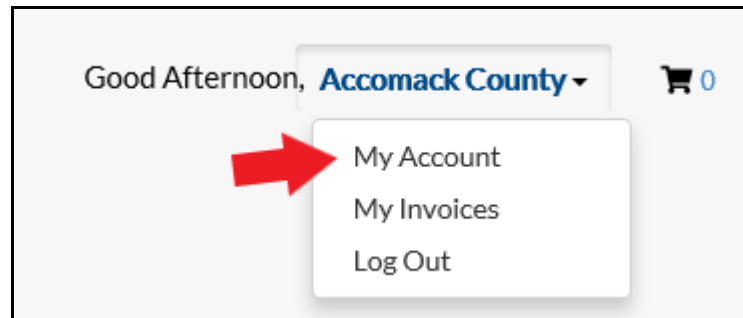




ACCESS On-Line Permit Portal

#4 - How To Edit Account Information

1. You will need to be a registered user to perform a review through the portal. Please refer to the “#2 - How To Create Your Account” document for instructions if you are not a registered user.
2. Log in to the portal. Please refer to the “#3 - How Do I Log In?” document for instructions if you need assistance with this step.
3. Once logged in, you will be taken immediately to the Dashboard. Click on the dropdown tab next to the account name in the upper right hand corner of the screen and choose ‘My Account’.



4. You will be taken to the ‘Personal Info’ screen which contains all of the contact information that was entered at account creation. At this point you may edit any field to update your information.

PERSONAL INFO

*REQUIRED

* First Name

Middle Name

* Last Name

Company

Business Phone

Home Phone

Mobile Phone

Fax

Other Phone

* Email Address

* Contact Preference

ADDRESS

Country Type

Enter Address

* Street Number

* Street Name

* City

State

* Postal Code

5. Once you have finished editing the fields in your profile, click the blue 'Save' button at the bottom of the panel. You may return at any time to make further edits by following the steps of this tutorial.

County	<input type="text" value="Accomack"/>
Unit or Suite	<input type="text"/>
* Address Type	<input type="text" value="Location Address"/> 
	<input type="button" value="Save"/> 