**How To Training**

**For**

**Update Contact Information**

External Registered Users will be empowered to keep their contact information up-to-date. In addition to keeping their contact information current, External Registered will also need to keep their “Representing Company/Organization” list updated as this information will be used for populating pick lists when submitting a New Case and/or Filing in a case.

### Update Contact Information

**Objective:**

* Update Contact Information

| **Step** | Action |
| --- | --- |
|  | From the *Home* Page 🡪, Click on Update Contact List on the access menu list  |
| 1.
 | * Update Contact Information Screen will be displayed in edit mode

 |
|  | Review Representing Company/Organization details* To update list, click on Add hyperlink
* Search for Representing Utility/Company
* Select Checkbox associated with Utility/Company that needs to be added to logged in users Representing list
* Click on Select Button
* Click on Update Button to save updated contacts

 |
|  | To remove a Representing Company/Organization* Highlight Representing Name and click on Remove hyperlink

 |
|  | To Change Password* Click on Reset Password Button
* Enter Old Password
* Enter New Password
* Enter Confirm New Password
* Click on Submit Button

 |
|  | Click on Update Button to save changes |
|  | These updates will be reflected throughout the application on all Notification Lists, Active Party Lists, Master Mailing Lists, etc. to which the logged in user has subscribed.   |