How to update your personal information:

- Login to your account
- Click the box to accept the “Terms and Conditions of Use”
- You will be brought to your “Dashboard” page
- Click on the button on the top right of the screen

  ![My Profile](image)

  • **To update your personal information**, click on the “Update personal information” button.

  ![Update Personal Information](image)

  o A screen will slide in. You can update the following on this screen:
    - First Name, Last Name
    - Date of Birth (upload your birth certificate during step 2 of this process)
    - Gender
    - Marital status (upload your marriage certificate during step 2 of this process)
    - Home Local
  o Click on step 2 to move to the next page, once complete, hit “submit” button.

- **To update your primary address**, click on the “Update Primary Address” button.

  ![Update Primary Address](image)

  o A screen will slide in. You can update the following on this screen:
    - Address type
    - Address line, City, State, Zip Code, Country

- **To update your contact information**, click on the “Update Contact Information” button.

  ![Update Contact Information](image)

  o A screen will slide. You can update the following on this screen:
    - Update or add other work/mobile/home numbers
    - Update login email addresses (this will update your username)