

# Updating Your Profile



Learn how to update your profile.

## PROFILE EDITS

1. Access the Supplier Portal login page.
2. Enter your email address, then select **Next**.
  - a. If you have not created an account, select the **Create Account** button.
3. Enter your password, then select **Login**.
4. Select **Manage Registration Profile** from the *Quick Links to Common Tasks* area.
5. Select an area from the menu that needs to be updated.
6. Edit the information.
7. Select **Save Changes**.

