

Formulas Online

Update My Profile

The User Profile page provides the ability to view and edit some of your user profile information submitted during the registration process. This page also allows you to change your system password and view all active permit numbers that you have registered. Figure 1 and Figure 2 detail the User Profile page.

► Note: You may NOT view requested but not yet approved, deleted, or inactive permit numbers for your user account in the User Profile page.

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• • • New View Modify Registration			Submissions Y Search Advanced Search
User Profile			
-Personal Information			
	1		
* First Name: Jane	M. I.: Last Nam	a. Smith	Change Password
		e. Sintu	
* Employer:	ТТВ		
Title:	Tester		
Label Rep. ID:			
Phone Number:	2024532000 Fax Number:		
Address Format:	USPS Domestic 🗸		
* Address Line 1:	1310 G Street NW		
Address Line 2:			
* City:	Washington		
* State:	DC 🗸		
* Zip:	20005 -		
Business E-mail Addu Select an email address a PRIMARY	s your primary email address.	E-MAIL ADDRESS	
	e.Smith@ttb.gov		
0			
Authentication Quest Select three questions an your password.		you to create your initial password, and will b	e used for authentication should you ever forget
QUESTION		ANSWER	
-	your favorite song?	Time Capsule	
	your favorite singer or band?	Matthew Sweet	
	habby2		

Figure 1: User Profile (Top)

Update My Profile

Figure	2:	User	Profile	(Bottom)
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siness E-mai	I Addresses						
elect an email ac	ldress as your primary email address						
PRIMARY		E-MAIL AD	DRESS				
* 💿	Jane.Smith@ttb.gov						
0							
0							
thentication	Questions						
elect three quest	tions and provide answers. These ans	wers will enable you to crea	ate your initial pass	word, and will be	used for authenti	ication should you ever for	rget
our password.							
QUE	STION	4	Answer				
1: The	name of your favorite song?	✓	Time Capsule]		
2: The	a name of your favorite singer or band?	\checkmark	Matthew Sweet		1		
]		
3: You	r favorite hobby?		Reading]		
3: You rmulas Onlin	e Company Access		Reading	TRATION ID]	-	
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3: You	r favorite hobby? e Company Access Company Access Сомраму Соре РОМ РОМАDD y Access	▲ ACTIVE DATE 08/12/2013 05/23/2011 05/23/2011 08/20/2012 08/20/2012 08/20/2013	Reading USER RECIS 1333087 1001540 1001540 1333087 1333087	TRATION ID		-	
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Update My Profile

Follow these steps to view and/or edit your user profile information:

- 1. Select the <u>My Profile</u> link in the Main Navigation Menu. The User Profile page displays. See Figure 1 and Figure 2.
- 2. Make changes to your personal information and business e-mail addresses if applicable.
- 3. Make changes to your authentication questions and answers if applicable.
- 4. Select the **Save** button. An informational message displays at the top of the page stating your changes have been successfully saved.
- 5. Select the **Change Password** button to change your system password. See <u>Change Password</u> for more information.
- 6. Select the Cancel button to exit without making changes.