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.

Figure 1: User Profile (Top)

Figure 2: User Profile (Bottom)

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

1. Select the My Profile 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 Change Password for more information.

6. Select the **Cancel** button to exit without making changes.