

# 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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|---|--|--|
| er Profile  |  |  |
| Dorconal Inform   | nation   |  |
| Personal Inform   |  |  |
| * First Name: ]   | ane M. I.: Last Name: Smith  | Change Password  |
| * Employer:   | ТТВ  |  |
| Title:  | Tester   |  |
| Label Rep. ID:  |  |  |
| * Phone Number  | : 2024532000 Fax Number:   |  |
| Address Forma   | t: USPS Domestic V   |  |
| * Address Line 1  | : 1310 G Street NW   |  |
| Address Line 2  | :  |  |
| * City:   | Washington   |  |
| * State:  |  |  |
| * Zip:  | 20005 -  |  |
| Business E-mai  | Addresses  |  |
| Select an email ad  | Iress as your primary email address.   | e  |
| * ()  | Jane.Smith@ttb.gov   |  |
| 0   |  |  |
|   |  |  |
| 0   |  |  |
| O<br>Authentication<br>Select three quest                           | Questions<br>ons and provide answers. These answers will enable you to create y  | our initial password, and will be used for authentication should you ever forget   |
| Authentication<br>Select three questi<br>your password.             | Questions<br>ons and provide answers. These answers will enable you to create you  | our initial password, and will be used for authentication should you ever forget   |
| Authentication<br>Select three questi<br>your password.             | Questions         ons and provide answers. These answers will enable you to create you         TION         Answer         name of your favorite song?   | our initial password, and will be used for authentication should you ever forget   |
| Authentication Select three quest your password.  * 1: The * 2: The | Questions         ons and provide answers. These answers will enable you to create y         TION       Answer         name of your favorite song?       V         name of your favorite singer or band?       V | our initial password, and will be used for authentication should you ever forget  ER  Capsule  New Sweet   |

### Figure 1: User Profile (Top)

#### **Update My Profile**

| Figure | 2: | User | Profile   | (Bottom) |
|--------|----|------|-----------|----------|
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| SITCSS L-IIIdi   | 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   | name of your favorite singer or band?   | $\checkmark$  | Matthew Sweet   |                             | 1                 |                             |      |
|  | ······································  |   | natement officer  |                             |                   |                             |      |
| 3: You   | ur favorite hobby?  | <br>▼   | Reading   |                             | ]                 |                             |      |
| 3: You   | e Company Access  |   | Reading   |                             | ]                 |                             |      |
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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.