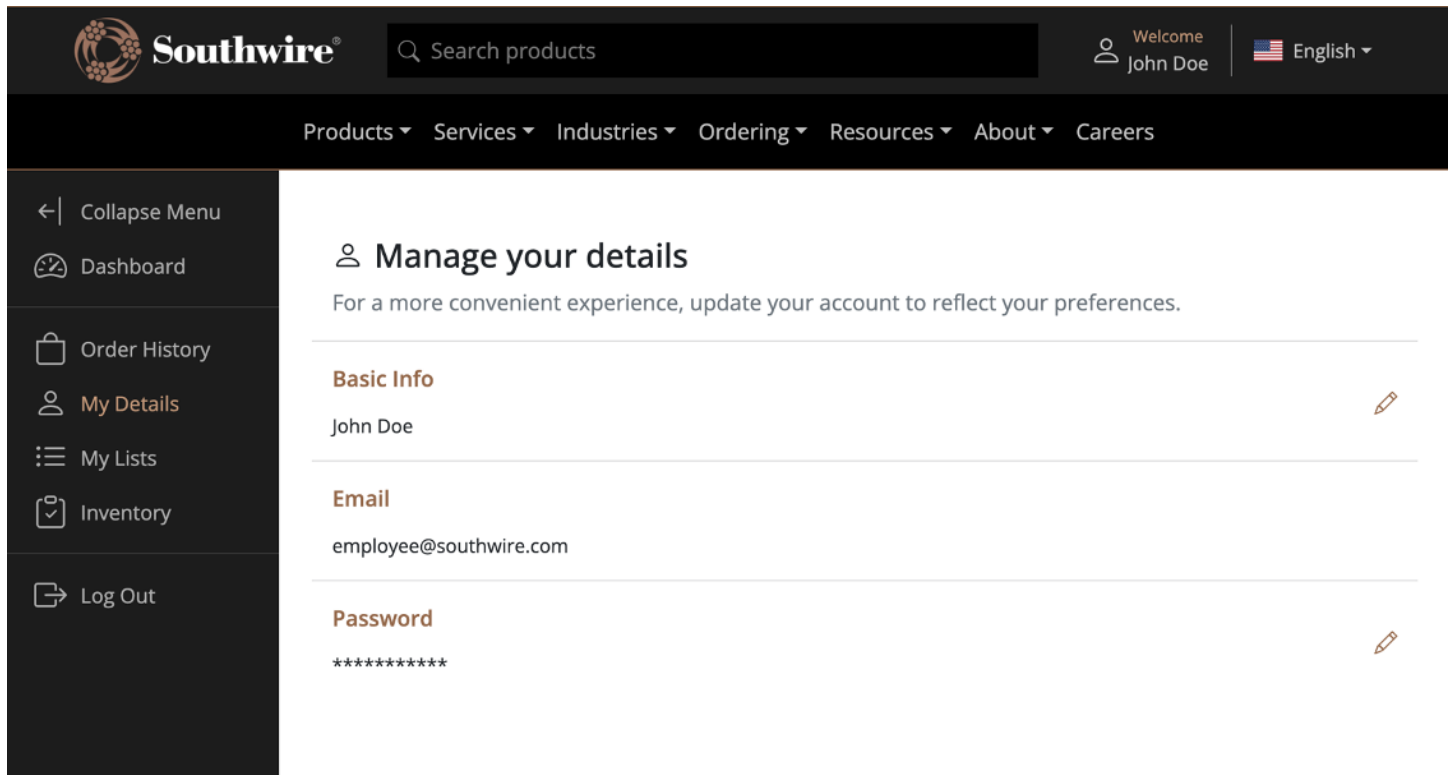


How to Manage Your Details

If at any time you need to update your name or password, this can be done in the My Details screen.

1. On the left side of your screen, click on My Details. The below screen will pop up.



2. To make an edit to your name or password, click on the pencil icon on the right side of the screen. This will open fields to make your edits. When satisfied, click on Update to save your changes.

Basic Info

John Doe



Please use this form to update your name

First Name *

Last Name *

Business No.

Mobile No.

Update

Cancel

3. You will receive the below message to indicate that your changes have been saved successfully.



✔ Your profile has been updated

Note: You are not able to update your email address. If your email address needs to be updated, please contact CustomerHub@southwire.com.