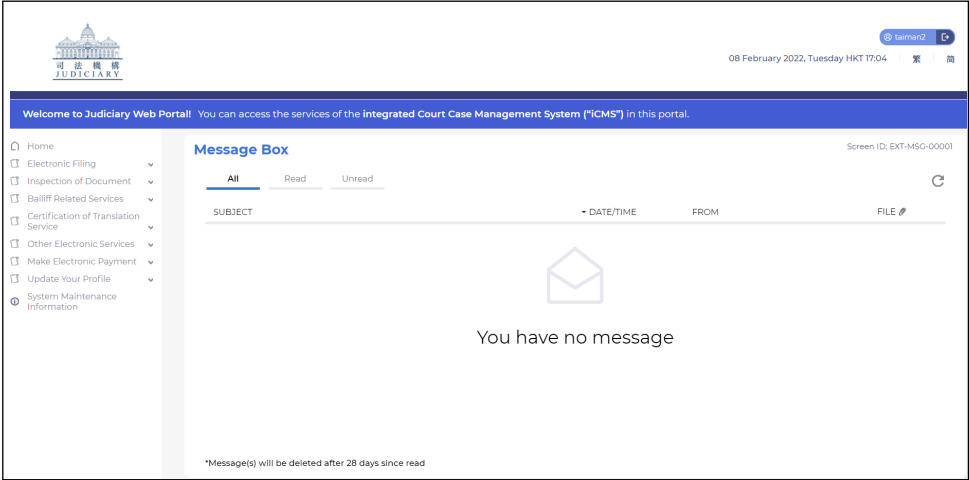
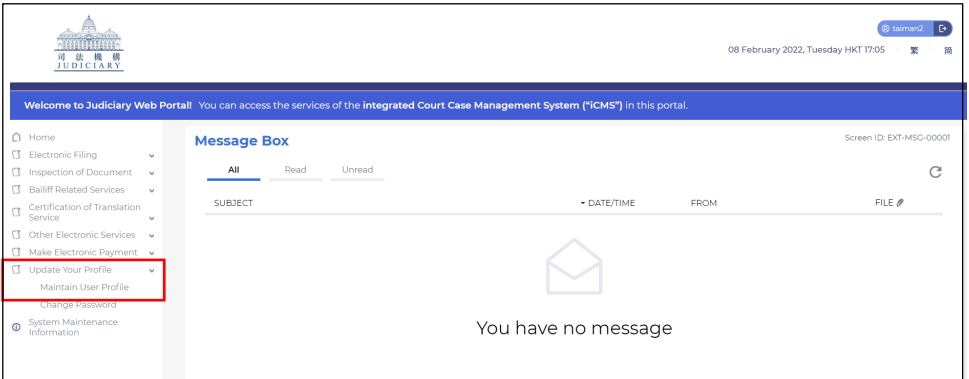
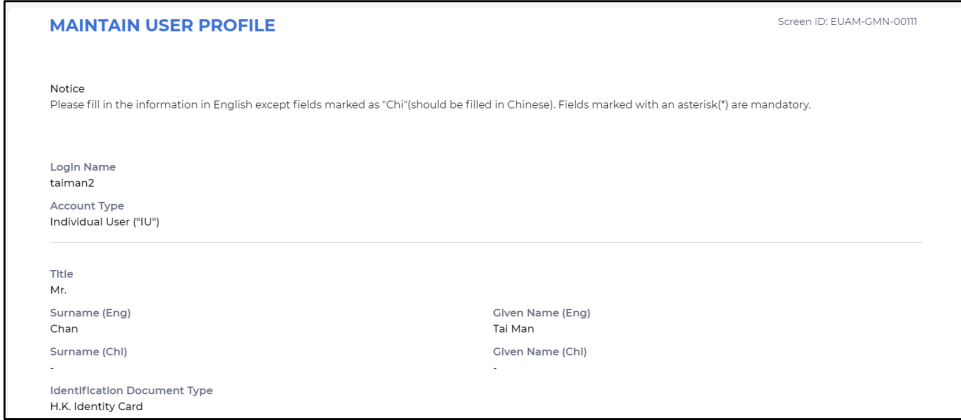
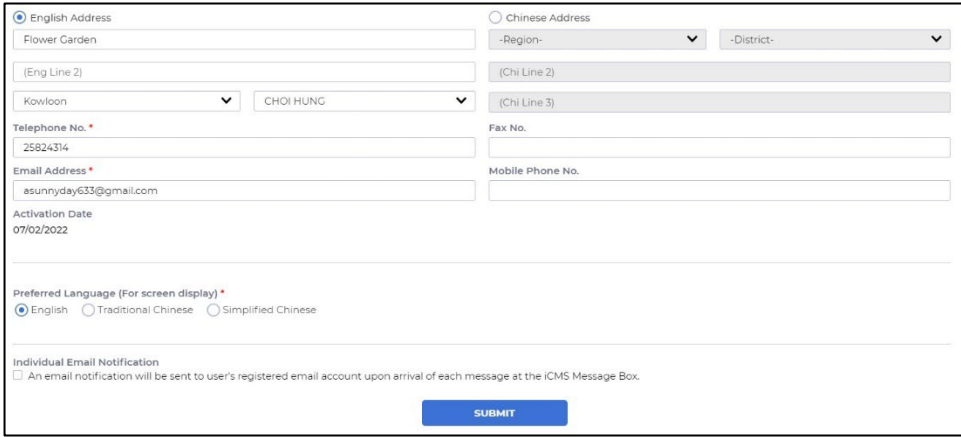
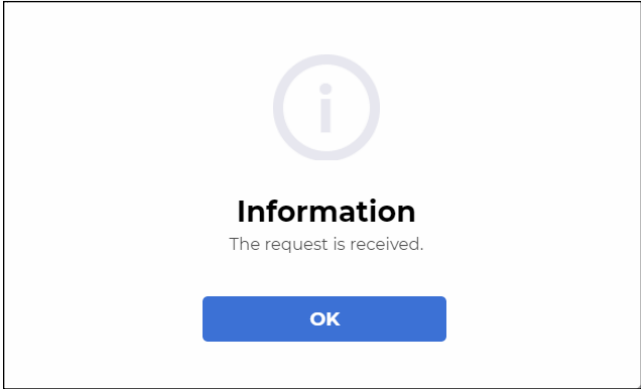


## Maintain User Profile

This step-by-step guide outlines the general process required to maintain a user’s profile. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

Item	Process	Related screenshots for reference
<p>1.</p>	<p><b><u>Login user account</u></b></p> <p><i>[Note: Please refer to the step-by-step guide <b>Account Login and Logout</b> for information if necessary.]</i></p>	<p>The landing page after logged-in is displayed</p> 
<p>2.</p>	<p><b><u>Update Your Profile</u></b></p> <p>Under Main Menu &gt; Update Your Profile &gt;</p> <p>Click “Maintain User Profile”</p>	

Step-by-step guide - “Maintain User Profile”

Item	Process	Related screenshots for reference
<p>3.</p> <p><b><u>Update user particulars</u></b></p> <p>Users will be able to administer their own accounts including:</p> <ul style="list-style-type: none"> <li>• Update contact address</li> <li>• Update telephone number</li> <li>• Update email address</li> </ul> <p>Click “SUBMIT” after it is complete</p>		<p>The “Maintain User Profile” screen is displayed</p>  <p>Scrolling down...</p> 
<p>4.</p> <p><b><u>Acknowledgement</u></b></p> <p>Click “OK” to complete</p>		<p>A pop-up message screen is displayed</p> 
<p><b>NOTE</b></p>	<p><i>Confirmation email will be sent to a user when his/her details have been updated.</i></p>	