

## User Guide

### Edit Profile

The following steps illustrate how to edit your personal profile.

1. At the “My Stuff” main page, click “My Profile”.

2. The details of your personal profile are displayed. Click “Edit Profile”.

WELCOME JOHN NG KOK MING

MESSAGES (0) LOGOUT

Home > My Stuff > My Profile

## My Profile

[Edit Profile](#) [Change Password](#) [Terminate Account](#)

Name	John Ng Kok Ming
Login Type	GeBIZ ID
Login ID	USER1
Email	john@beta.com
Contact No.	6123129
Fax No.	

3. At the “Edit Profile” page, edit your profile information. Then click “Submit”.

[Home](#) > [My Stuff](#) > [My Profile](#) > Edit Profile

## Edit Profile

Name	John Ng Kok Ming
Login Type	GeBIZ ID
Login ID	USER1
Email *	<input type="text" value="john@beta.com"/>
Contact No. *	<input type="text" value="6123129"/>
Fax No.	<input type="text"/>

[Cancel](#) [Submit](#)

4. If your profile has been updated successfully, you will see this dialogue box. Click “Close”.