

# Update Profile Information

## Quick Start Guide

CompHub contains a self-service to manage your User Account via the Update Profile Information process. You can use this process to change your personal information, contact information, and notification preferences.



**1** Update your biographical information in the "Identity" section

▼ Identity

First Name:	<input type="text" value="Alice"/>	Middle Name:	<input type="text" value="Anne"/>	Last Name:	<input type="text" value="Baker"/>	Suffix:	<input type="text" value="Please select..."/>
Date of Birth:	<input type="text" value="01/01/1970"/>	Gender:	<input type="text" value="Female"/>	Marital Status:	<input type="text" value="Please select..."/>	SSN:	<input type="text" value=""/>
Notification Email:	<input type="text" value="Alice.baker@wcc.invalid"/>						

**2** Contact Information is used by CompHub to send you correspondence. Make sure it's up to date!

▼ Contact Information

Email:	<input type="text" value="Alice.baker@wcc.invalid"/>					
Phone	Country Code:	<input type="text" value="1"/>	Number:	<input type="text" value="3216549871"/>	Ext.:	<input type="text" value=""/>
10-digit number, no special characters or spaces (Ex: 4105551234)						
Address	Country: <input type="text" value="US"/>					
Address Line 1:	<input type="text" value="177A Baker Street"/>			State:	<input type="text" value="MD"/>	
Address Line 2:	<input type="text" value=""/>			County:	<input type="text" value="Baltimore City"/>	
Address Line 3:	<input type="text" value=""/>			Postal Code:	<input type="text" value="21202"/>	
City:	<input type="text" value="Baltimore"/>					
Please verify this address with USPS <input type="button" value="Verify Address"/>						

**3** Toggle Electronic Notifications on or off using the "Other Options" section.

▼ Other Options

Receive Electronic Notifications From CompHub:	<input type="radio" value="Yes"/> Yes <input checked="" type="radio" value="No"/> No
▼ Password Update	
Do you want to change your password:	<input type="radio" value="Yes"/> Yes <input checked="" type="radio" value="No"/> No

If you choose to change your password, the "Password Update" section will display additional fields to do so.

▼ Password Update

Do you want to change your password:	<input checked="" type="radio" value="Yes"/> Yes <input type="radio" value="No"/> No
Old Password:	<input type="text" value=""/>
New Password:	<input type="text" value=""/>
Confirm Password:	<input type="text" value=""/>