

## Contractor Update Account Profile Information

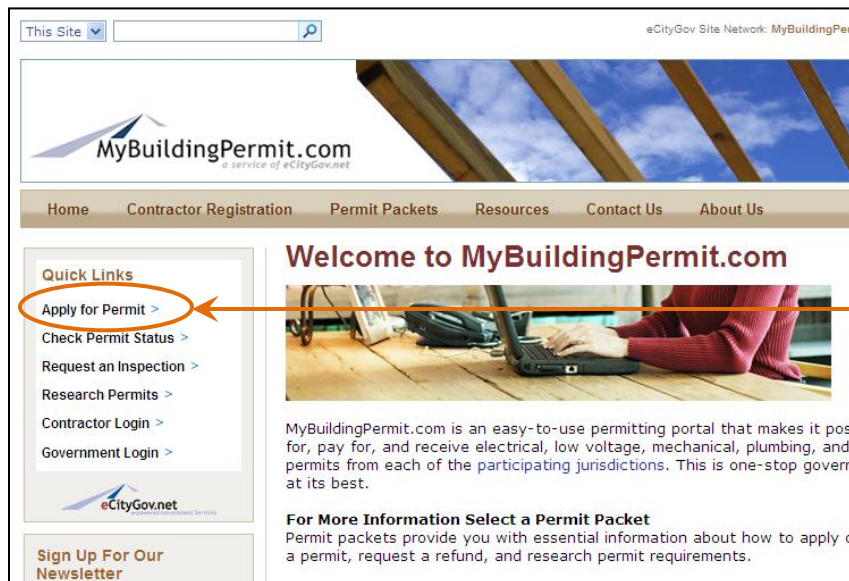
This feature will allow you to update your MyBuildingPermit.com profile information including your Login Name, email address, security question, and security answer.

### Preparation

Before starting this procedure, you will need the following:

1. An active registered account with MyBuildingPermit.com
2. Your MyBuildingPermit.com registered account Login Name
3. Your MyBuildingPermit.com registered account password
4. Internet access

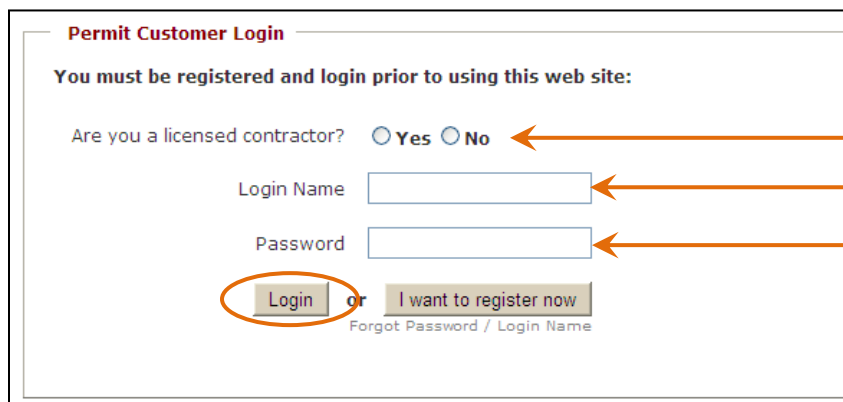
### Instructions



This screenshot shows the MyBuildingPermit.com homepage. The navigation menu includes Home, Contractor Registration, Permit Packets, Resources, Contact Us, and About Us. A 'Quick Links' menu on the left contains several options, with 'Apply for Permit >' circled in orange. The main content area features a 'Welcome to MyBuildingPermit.com' message and a 'For More Information Select a Permit Packet' section.

- 1 Navigate to the MyBuildingPermit home page:  
<http://www.mybuildingpermit.com/default.aspxb>

Click on **“Apply for Permit”** on the Quick Links Menu.



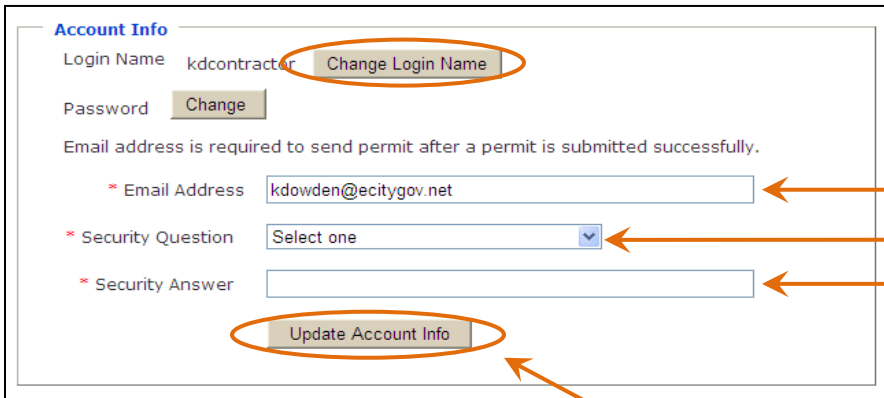
This screenshot shows the 'Permit Customer Login' page. It includes a heading 'Permit Customer Login' and a sub-heading 'You must be registered and login prior to using this web site:'. Below this, there is a question 'Are you a licensed contractor?' with radio buttons for 'Yes' and 'No'. There are input fields for 'Login Name' and 'Password'. At the bottom, there is a 'Login' button circled in orange, followed by 'or' and a 'I want to register now' button. A link for 'Forgot Password / Login Name' is also present.

- 2 From the **Permit Customer Login** page, log in to your account:
  1. Indicate **YES** that you are a **licensed contractor**
  2. Enter your **Login Name**
  3. Enter your **current Password**
  4. Click on the **Login** button

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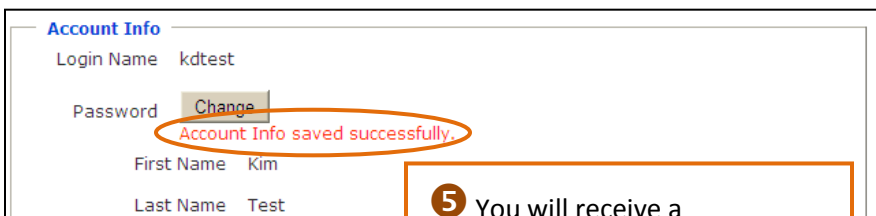


- 3** Once you have logged in:
1. Hover over the **My Account** link
  2. Click on **My Profile** from the drop down menu



A screenshot of the 'Account Info' form. The form contains fields for Login Name (kdcontractor), Password, Email Address (kdowden@ecitygov.net), Security Question (Select one), and Security Answer. The 'Change Login Name' button is circled in red, and an arrow points from it to the 'Update Account Info' button. The 'Update Account Info' button is also circled in red.

- 4** In the **Account Info** box:
1. Click on **Change Login Name** button to change Login Name, OR
  2. **Enter new address** in the email address box and box, OR
  3. Chose a new **security question from drop down menu**, OR
  4. Change the **Security Answer** by typing in the box
  5. Click on the **Update Account Info** button when you are done making changes



A screenshot of the 'Account Info' form after a successful update. The form shows the updated information: Login Name (kdtest), Password, First Name (Kim), and Last Name (Test). A red message 'Account Info saved successfully.' is displayed below the Password field. The 'Update Account Info' button is circled in red.

- 5** You will receive a **confirmation message in red** if your Account Info is saved successfully.