

User Guide

Edit Profile

The following steps illustrate how to edit your personal profile.

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

The screenshot shows a grid of menu items under the 'My Stuff' section. The items are arranged in three columns. The 'My Profile' item is highlighted with a red rectangular box. The items include: Watchlist, Contracting Instruments, Invoices, My Profile, Government Supplier Registration, Invitations, Period Contracts, Credit Notes, Filters, Bills, Responses, Invoicing Instructions, Payment Status, and Company Admin.

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

The screenshot shows the 'My Profile' page. At the top, there is a navigation bar with 'WELCOME JOHN NG KOK MING' and 'MESSAGES (0) LOGOUT'. Below the navigation bar, there is a breadcrumb trail: 'Home > My Stuff > My Profile'. The main content area is titled 'My Profile' and contains a table of user details. The 'Edit Profile' button is highlighted with a red rectangular box.

My Profile	
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"/>

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

Home > My Stuff > My Profile > Edit Profile

Edit Profile

SUCCESS

Your profile has been updated successfully.