Edit Existing Contact Information in Supplier Portal FRC
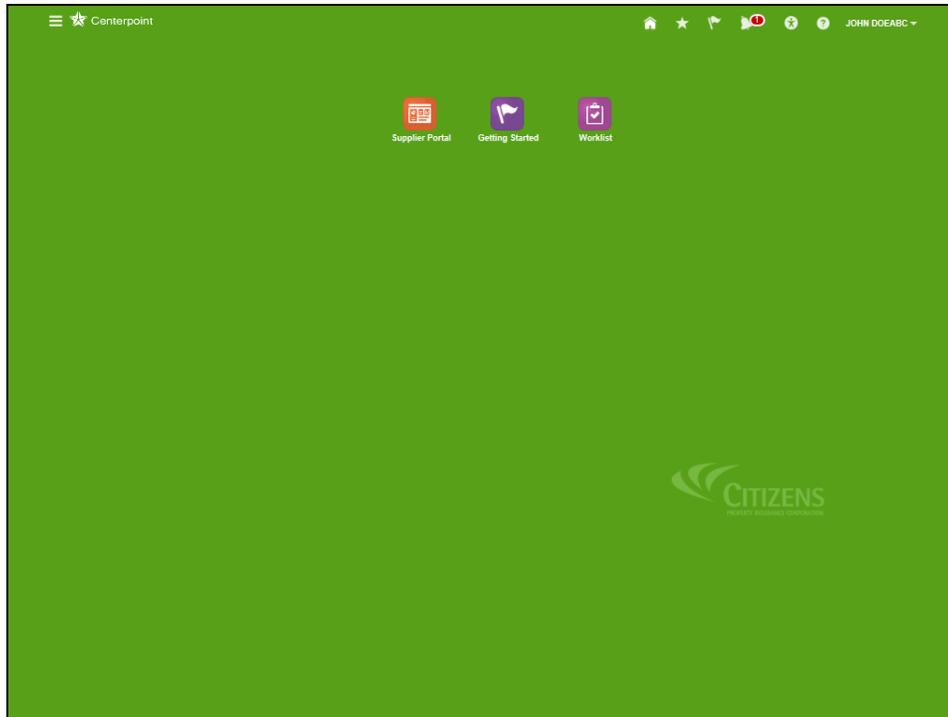
Step	Action
1.	Click the **Supplier Portal** button.

Job Aid
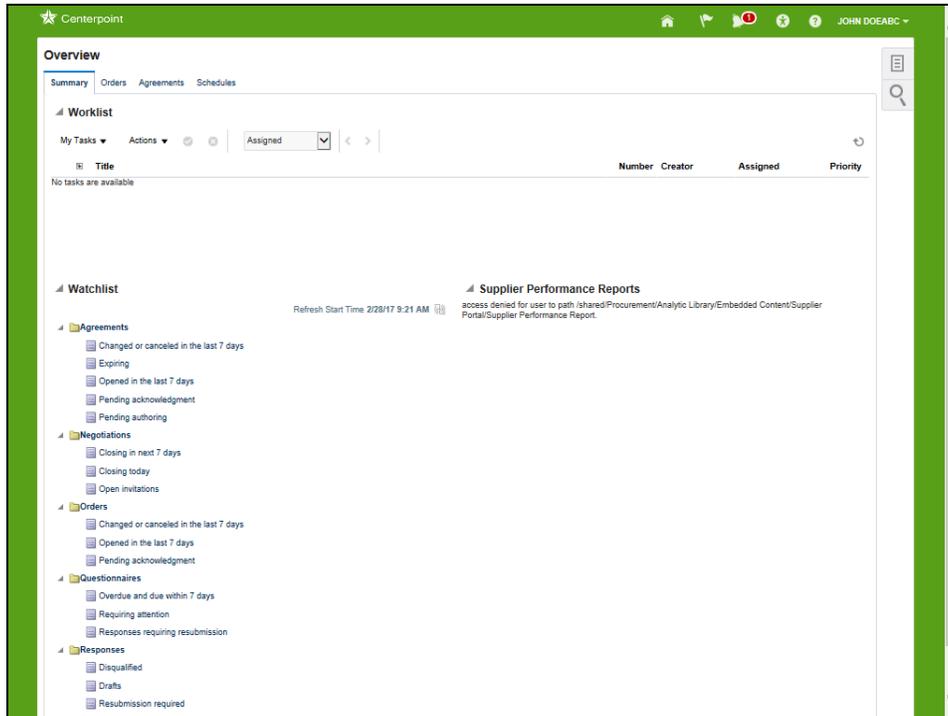
Step	Action
2.	The supplier portal summary page displays, including the Watchlist. Click the **Tasks** button.
3.	Click the **Manage Profile** link. Manage Profile
4.	Click the **DOEABC, JOHN** Name line. DOEABC, JOHN jdoeabc@abc.com ✓ ✓ Active
5.	Click the **Edit** button.
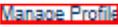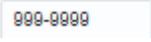
Step	Action
6.	Updates that can be made include: - Name and phone details - Administrative contact - Contact address can be added or removed if multiple addresses exist - Account status can be inactivated, if needed - Password can be reset Click the **Phone Number** to update. 999-9999
7.	Enter the desired information into the **Phone** field. Enter a valid value e.g. "**888-8888**".
8.	Click the **Save and Close** button. Save and Clos
9.	Click the **OK** button. OK
10.	The update is complete. Click the **Done** button. Done
11.	This topic covered: - Updating the contact details on your supplier portal profile **End of Procedure.**