

# How to update your contact details

This is a guide is to updating contact details in the portal.

You can update your contact details directly in the portal.

You can also raise a general request and ask us to update your details for you.

## Updating your contact details

If you have already created your portal profile, you can update your contact details at any time in the portal by following these steps:

1. Sign in to the portal.
2. On the top right corner, click on **Profile name** and choose **Profile**.
3. Your profile screen will appear and here you can update your phone number, portal notification preference, assistance options and provide any additional information.
4. Click **Update** at the bottom of the page once you have entered your details.
5. To update your email address, either select the **Update email address** option within your profile or select the option when clicking on your profile name in the top right corner.
6. If you update your email address, you will need to enter a validation code sent to your new email address. You will also need to use this email address to log in to your portal account.
7. If you are providing an international phone number, **Request** update the **Additional Assistance** field with the international phone number. Please note, we will not be able to send SMSs to international phone numbers.

<b>First Name (Required)</b> Joe	<b>Last Name (Required)</b> Smith
<b>Middle Name</b> —	
<b>Date of Birth</b> 08/06/2000	
<b>Pronouns</b> He/Him	
<b>Portal Notification Preference</b> Email	
<b>E-mail (Required)</b> joe.smith@email.com	
<b>Organisation</b> —	
<b>Mobile Number</b> Provide a telephone number	
<b>Other Contact Number</b> Provide a telephone number	