



# Change your profile process

1. In the 'My Profile' menu, select 'Change Profile'.

The screenshot shows the GWMWater Customer Portal interface. The navigation bar includes 'Home', 'My Accounts', 'My Alerts', 'My Profile', 'Contact Us', and 'Logout'. The 'My Profile' dropdown menu is open, with 'Change Profile' highlighted in red. Below the menu, there are sections for 'Your Urban Accounts' showing water usage data and a 'Received a possible leak alert?' notification with a 'Find out more' button.

2. Change your profile as needed and click 'Save Profile'.

The screenshot shows the 'Change Profile' form. It has a title 'Change Profile' and a section 'Update User Details:' with fields for First Name, Last Name, Email Address, Date of Birth, Register as Organisation, Mobile Number, and Phone Number. Each field has a help icon (?). To the right, there is an 'Instructions:' section with text: 'Sign up to Customer Portal by entering your details in the fields to the left. For more information about each of the fields - place your mouse over the ? icon. GWMWater complies with the Information Privacy Act 2009 for the receipt, storage, transmission and management of personal information. GWMWater Customer Portal is secured through best practice measures for security and intrusion detection including 2048bit SSL.' At the bottom, there are 'Back' and 'Save Profile' buttons, with 'Save Profile' highlighted in red.