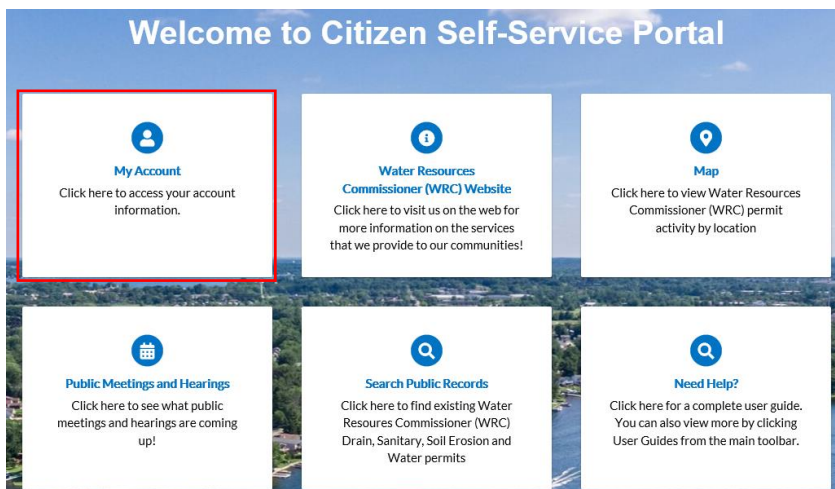


Citizen Self-Service Portal User Guide

UPDATING PROFILE INFORMATION

If your personal information changed, you can update it on your profile.

1. Log in to Citizen Self-Service
2. Click on **My Account** from the welcome page



3. Update information as needed.
4. Click **Save**.

Citizen Self-Service Portal User Guide

PERSONAL INFO *REQUIRED

* First Name:

Middle Name:

* Last Name:

Company:

Business Phone:

Home Phone:

Mobile Phone:

Fax:

Other Phone:

* Email Address:

* Contact Preference: ☒

ADDRESS

Country Type: ☒

Enter Address:

* Street Number:

* Street Name:

* City:

State: ☒

* Postal Code:

County:

Unit or Suite:

* Address Type: ☒