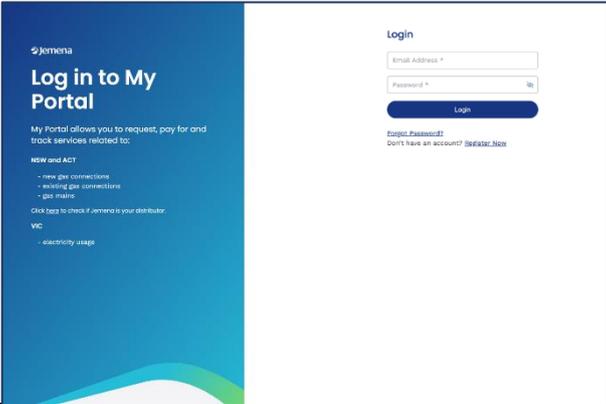
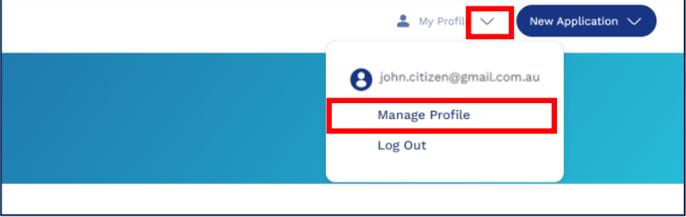
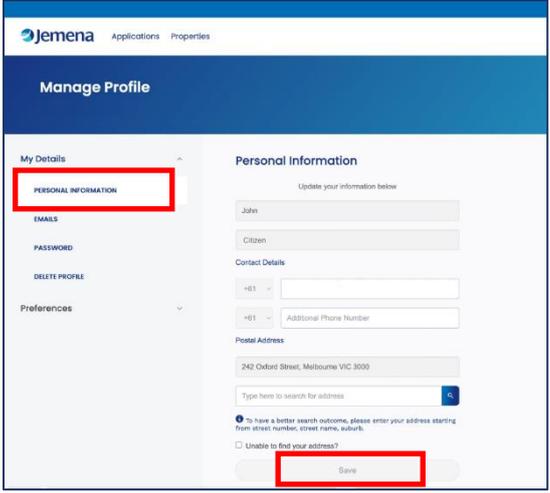


My Portal Cheat Sheet

Managing your My Portal Account

Step	Screenshot
<p>1. Let's look at how to change your login, contact details and notification preferences using My Profile.</p>	
<p>2. Once you are logged in, on your dashboard, click on the arrow next to My Profile (top right of screen) and select Manage Profile.</p>	
<p>3. You will see a navigation pane on your left, listing all the tabs for your details.</p> <p>Select the PERSONAL INFORMATION tab to update your contact details then, click Save.</p>	

4. If your login email has changed, you can replace it in the **EMAILS** tab. Then, click **Save**.

The screenshot shows the 'My Details' section with a sidebar menu. The 'EMAILS' option is highlighted with a red box. The main content area is titled 'Emails' and contains a form to 'Replace your login email'. It includes a 'Current Email' field with the value 'john.citizen@gmail.com.au', a 'New Email *' field, and a 'Save' button at the bottom, which is also highlighted with a red box.

5. You can also change your current password in the **PASSWORD** tab, then, click **Save**.

The screenshot shows the 'My Details' section with a sidebar menu. The 'PASSWORD' option is highlighted with a red box. The main content area is titled 'Change Password' and contains a form with three password fields: 'Current Password *', 'New Password *', and 'Confirm New Password *'. A 'Save' button is located at the bottom of the form, highlighted with a red box.

6. Finally, by clicking on the **PREFERENCES** tab, My Portal allows you to update your preferences for receiving notifications from us.

The screenshot shows the 'Manage Profile' page with a date of 'Friday 27th Sep, 2024'. The sidebar menu has the 'PREFERENCES' option highlighted with a red box. The main content area is titled 'Notification Preferences' and includes sections for 'Marketing Consent' and 'Consecutive Read Communication (Gas)'. Both sections have checkboxes for 'Email' and 'SMS'. A 'Save' button is located at the bottom of the page, highlighted with a red box.