



### CHANGING YOUR PROFILE SETTINGS

1. CLICK ON "PROFILE SETTINGS".

FOR CUSTOMERS WITH MULTIPLE ACCOUNTS, USE THE DROPDOWN MENU TO SELECT THE ACCOUNT YOU WANT TO UPDATE INFORMATION FOR.

#### UPDATE PASSWORD:

Password requires at least 5 characters, with at least one upper case, one lower case and one numeric character

UPDATE MAILING ADDRESS, PHONE NUMBERS AND EMAIL FOR RESPONSIBLE PARTY.

2. CLICK "SUBMIT" TO SAVE CHANGES.

Profile Settings

ADDRESS: 175 MAIN ST PRINCE FREDERICK MD 20678

ACCOUNT: 0101200540-00

**ACCOUNT HOLDER SETTINGS**

\* Required Field

|                   |                          |                        |                  |
|-------------------|--------------------------|------------------------|------------------|
| Security Question | IN WHAT CITY WERE YOU... | Answer *               | Prince Frederick |
| User Name         | CCTestDP                 | Current Password       |                  |
| New Password *    |                          | Confirm New Password * |                  |

**RESPONSIBLE PARTY - CONTACT INFORMATION**

|                  |                   |                 |                                |
|------------------|-------------------|-----------------|--------------------------------|
| First Name       | CALVERT           | Last Name       | BD OF COMMISSIONERS CALVERT CO |
| Address Line 1 * | FLEET MAINTENANCE |                 |                                |
| Address Line 2   | 175 MAIN ST       |                 |                                |
| City *           | PRINCE FREDERICK  | State/Province* | MARYLAND                       |
| ZIP/PC *         | 20678             | Country         |                                |
| Day Phone        |                   | Evening Phone   |                                |
| Mobile Phone     |                   | Fax             |                                |
| Email *          |                   |                 |                                |

**NOTIFICATIONS (OPTIONAL):**

| NOTIFICATION TYPE | TYPE DESCRIPTION | NOTIFICATION METHOD | METHOD DESCRIPTION | REFERENCE | DETAILS |
|-------------------|------------------|---------------------|--------------------|-----------|---------|
|                   |                  |                     |                    |           |         |

SUBMIT