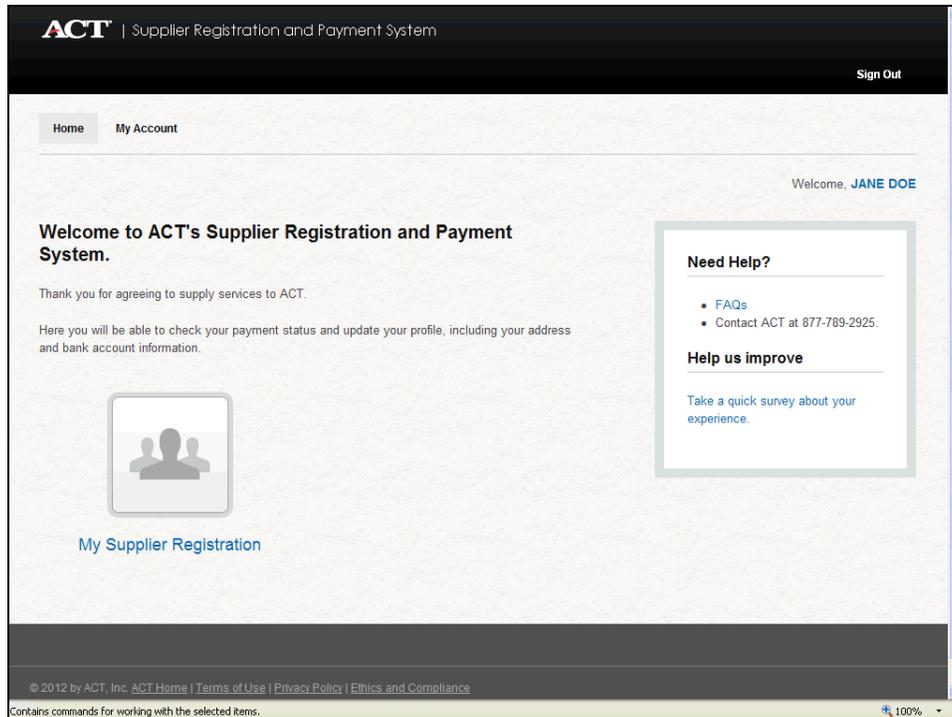
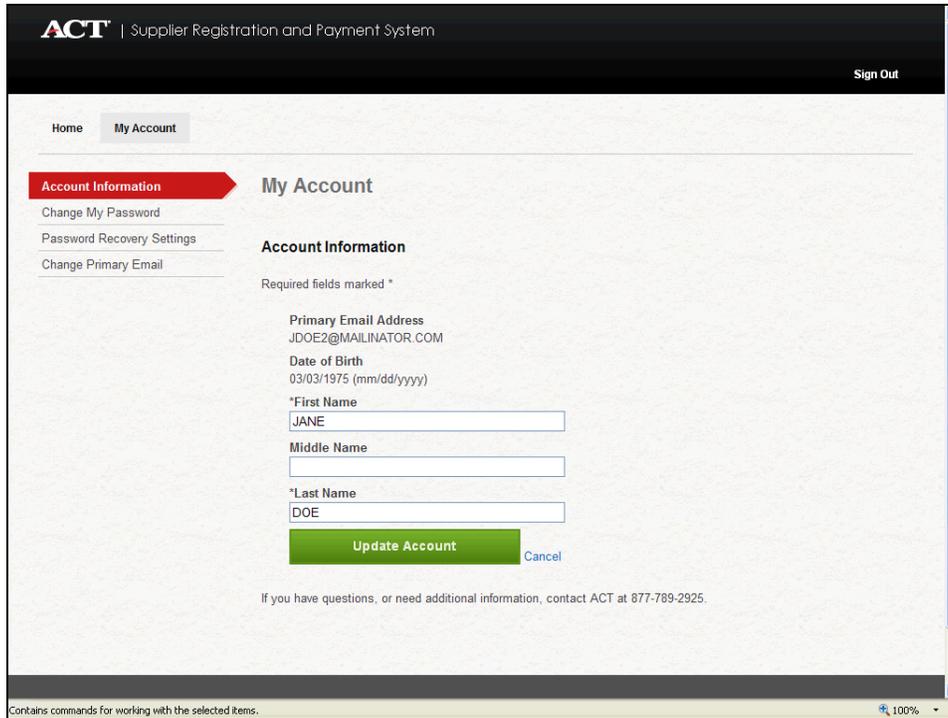


Managing Your Account

Step	Action
1.	Once you have logged into the ACT Supplier Registration and Payment System (SRPS) Home page, you may manage your user account.

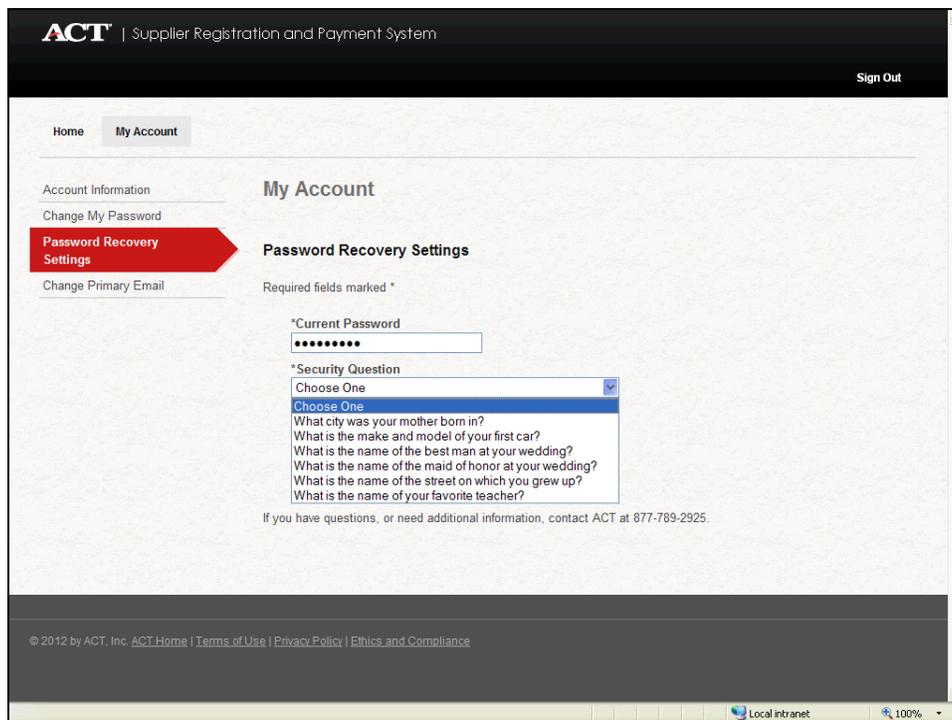


Step	Action
2.	Click the My Account tab. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">My Account</div>

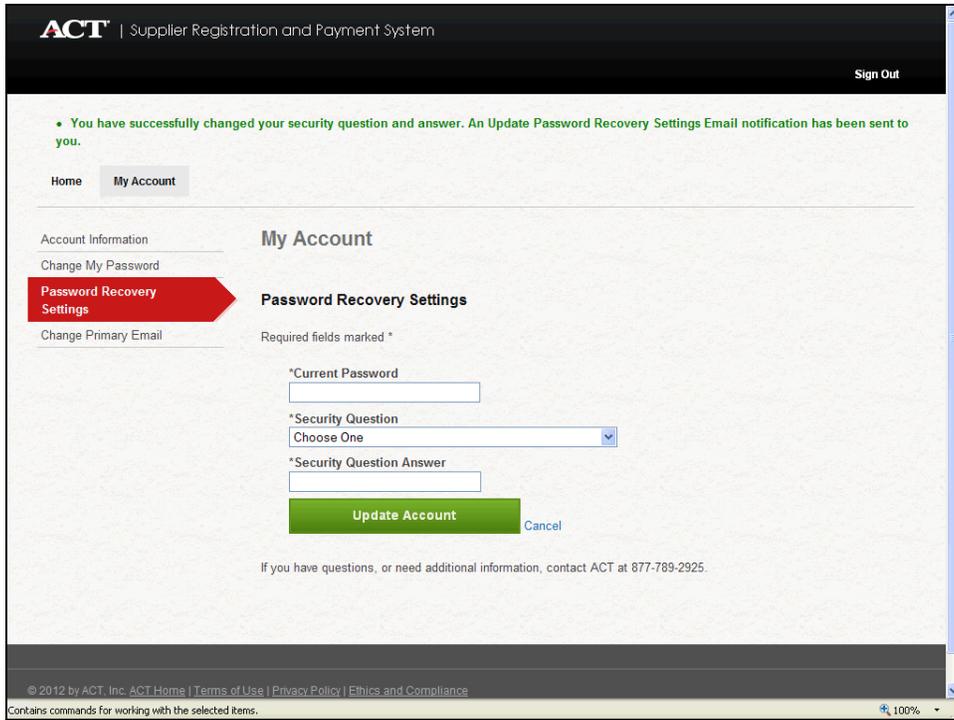


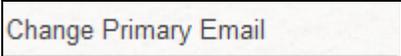
Step	Action
3.	Use the Account Information Tab to update your first, middle or last name. For example, you may enter your middle name into the Middle Name field.
4.	Click the Update Account button. 
5.	You may also change your password in Account Management. Click the Change My Password link. 
6.	Enter your current password into the *Current Password field.
7.	Enter a new password that meets the system password rules into the *New Password field.
8.	Reenter the new password into the *Confirm New Password field.
9.	Click the Update Account button. 
10.	The system will display a success message and also notify you by email that the password has changed.

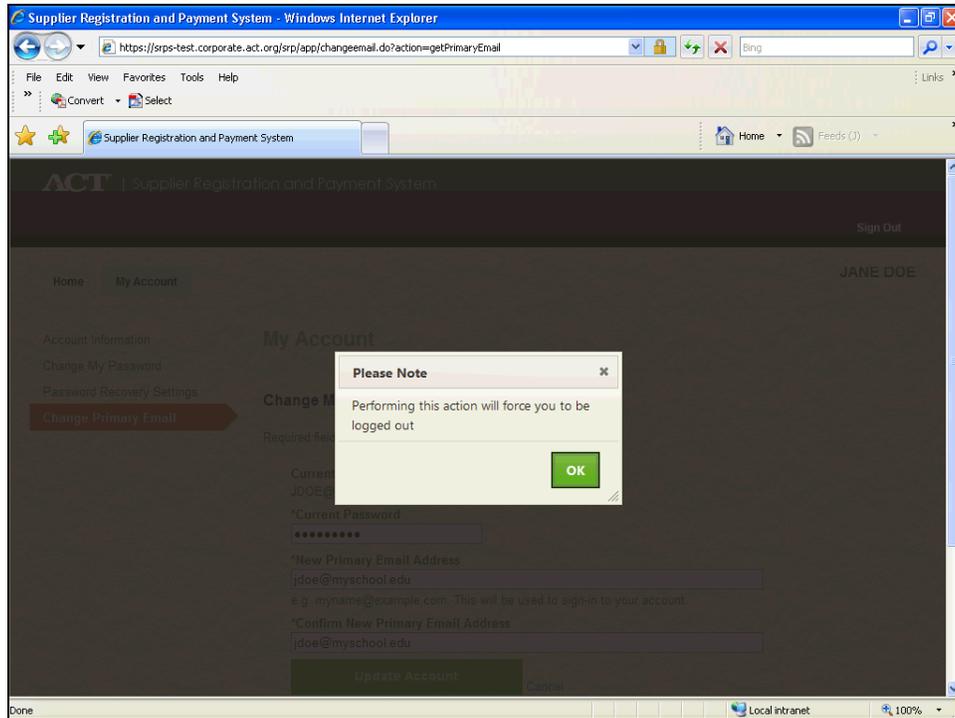
Step	Action
11.	<p>You may reset your security question and answer.</p> <p>Click the Password Recovery Settings link.</p> 
12.	<p>Enter your current password into the *Current Password field.</p>
13.	<p>Choose your new security question.</p> <p>Click the *Security Question list box.</p> 



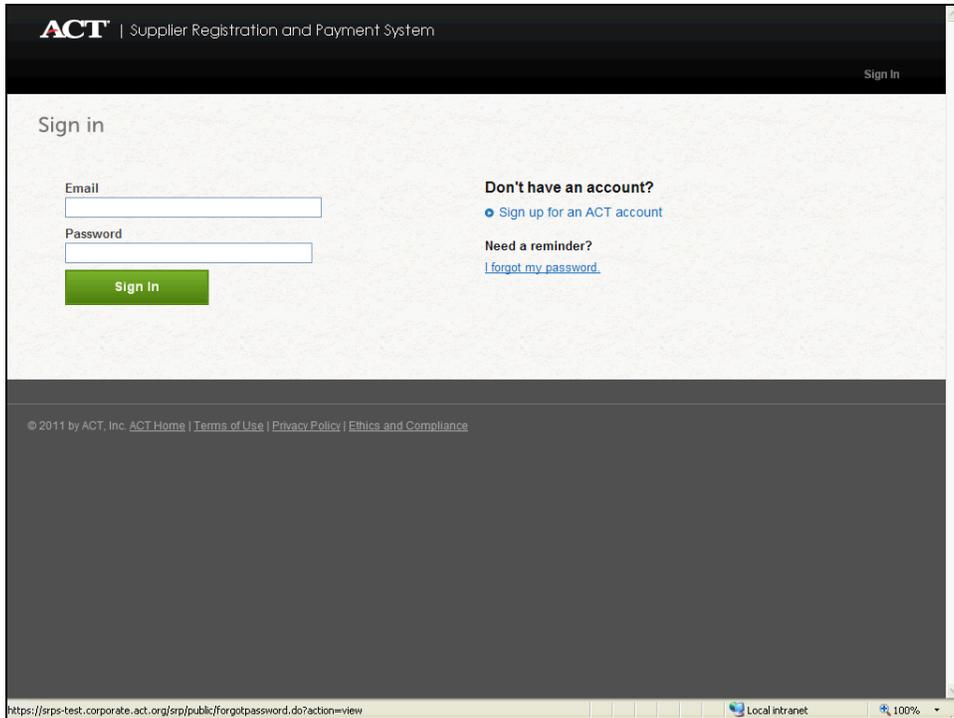
Step	Action
14.	<p>Select a memorable question from the list of values.</p>
15.	<p>Enter validating response into the *Security Question Answer field.</p>
16.	<p>Click the Update Account button.</p> 



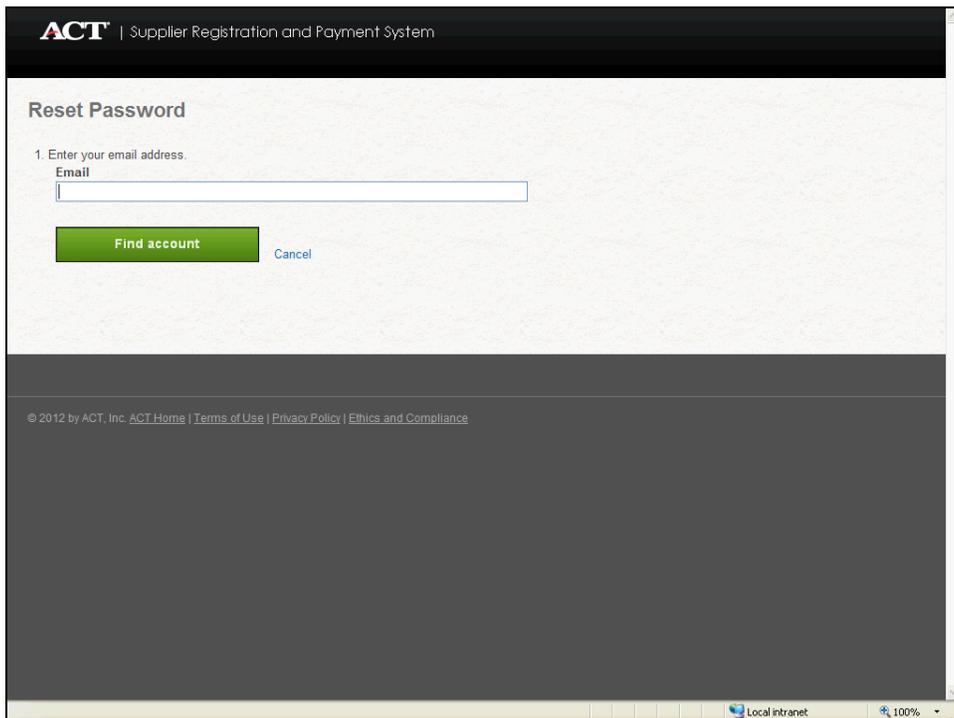
Step	Action
17.	If you need to change the primary email address associated with your account to assure you receive system generated email, click the Change Primary Email link. 
18.	Enter your current password into the *Current Password field. This validates your authority to make this change.
19.	Enter the new email address into the *New Primary Email Address field.
20.	Enter the new email address into the *Confirm New Primary Email Address field.
21.	Click the Update Account button. 



Step	Action
22.	<p>You will need to log out to complete this action.</p> <p>Click the OK button.</p> 
23.	<p>You may also reset a forgotten password from the Sign In page.</p>



Step	Action
24.	Click the I forgot my password link. I forgot my password.



Step	Action
25.	Enter your email address/user ID into the Email field.
26.	Click the Find account button. 
27.	Answer your security question. Enter the desired information into the Security question answer field. Enter a valid value e.g. " Pat Smith ".
28.	Enter a new password into the * New Password field.
29.	Confirm your new password in the * Confirm New Password field.
30.	Complete the security check. Enter the desired information into the Type the two words field.
31.	Click the Change my password button. 
32.	Success!. Sign in to use the system
33.	End of Procedure.