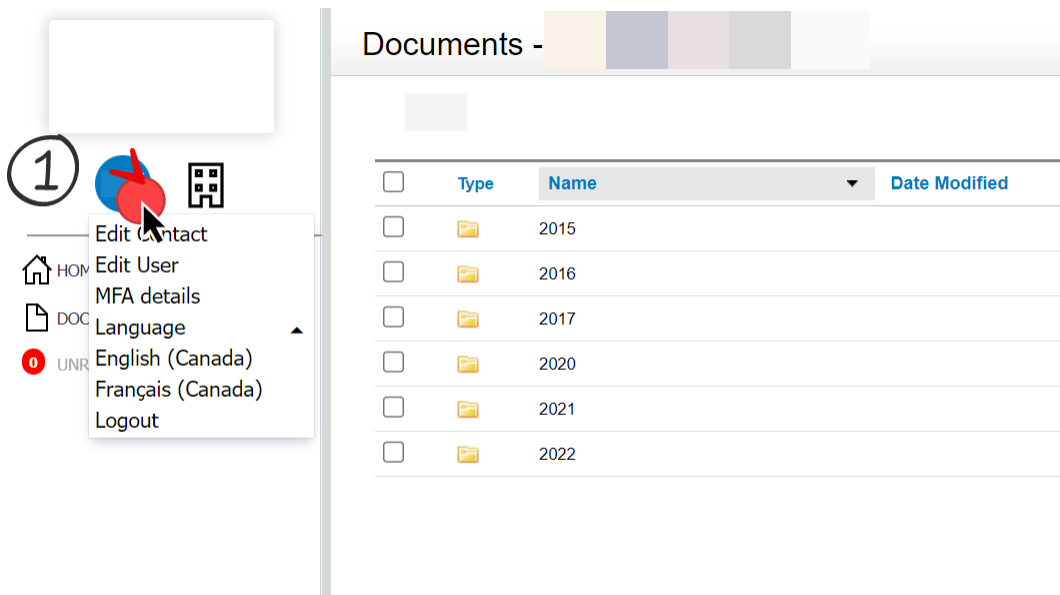
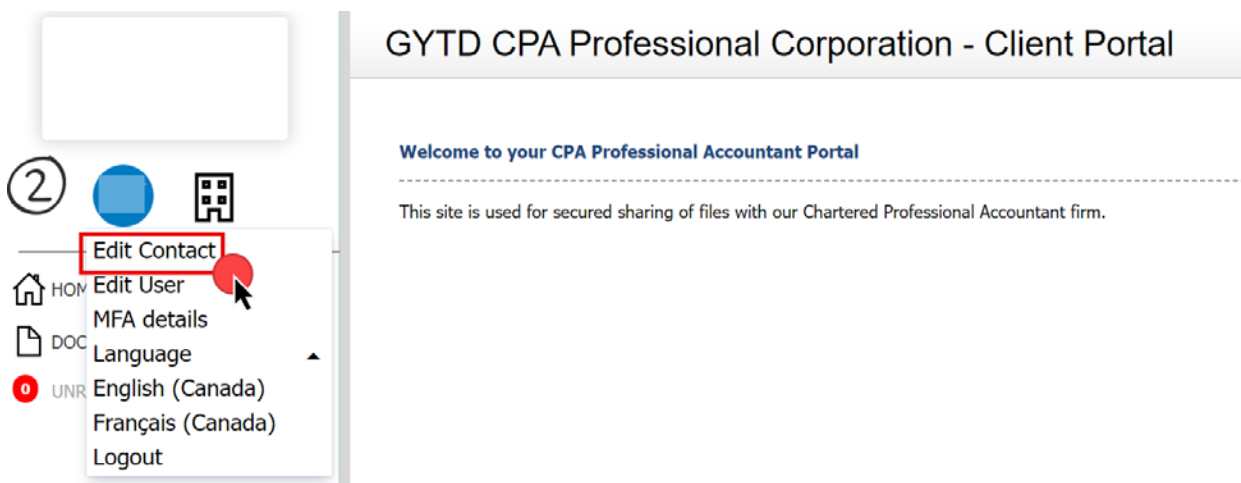


# How to update Contact information using Client Portal?

1. Click on Blue icon next to building icon and a sub-menu will appear



2. Click on “Edit Contact” to update the address.



### 3. Update Contact Information and click on Save

**Edit Contact -**

**Client Details**

Name: \_\_\_\_\_

Code: \_\_\_\_\_ Partner: \_\_\_\_\_

Type: Individual

**Address** ③

Postal Address: \_\_\_\_\_

Address: \_\_\_\_\_

Number: \_\_\_\_\_ Apt: \_\_\_\_\_

Street: \_\_\_\_\_

PO Box: \_\_\_\_\_ RR: \_\_\_\_\_

City/Town: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Country: Canada

**Communications**

Work Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Skype: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Twitter: \_\_\_\_\_

E-mail: \_\_\_\_\_ LinkedIn: \_\_\_\_\_

Website: \_\_\_\_\_

**Save** **Cancel**

### 4. To update Contact phone number, please click on "Edit User"

**Documents -**

| Type   | Name | Date Modified |
|--------|------|---------------|
| Folder | 2015 |               |
| Folder | 2016 |               |
| Folder | 2017 |               |
| Folder | 2020 |               |
| Folder | 2021 |               |
| Folder | 2022 |               |

**Edit User**

### 5. Update phone number and Save

**Edit User -**

**Edit User details**

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Mobile Phone** ⑤

Canada +1 \_\_\_\_\_

**Save** **Cancel**