



Company Menu –Update Your User Profile and Change Your Password

Purpose:

The purpose of this document is to provide detailed instructions for a Nicor Gas Nomination System user to update their own user profile and to change their password..

Note: If a field is required to be completed, the field name is **bold**.

Instructions:

Updating Your Profile

1. Click on Company in the Main Menu. The Update Person page will display.

Field	Function
Prefix	Update your prefix. Choices are: 1. Mr. 2. Mrs. 3. Ms. 4. Dr. 5. Rev.
First Name	Update your first name.

Nicor Gas Nomination System

Field	Function
Middle Name	Update your middle name.
Last Name	Update your last name.
Suffix	Update your suffix. Choices include: 1. Jr. 2. II 3. III 4. Sr.
Job Title	Update your job title.
Contact Type	Select your contact type. The choices are: 1. Nominations: Primary Contact 2. Nominations: Alternate Contact 3. Weekend Person 4. Contract Administrator 5. Alternate Contract Administrator 6. Billing Administrator 7. Technical Support 8. General To select multiple contact types, hold the [Ctrl] key while clicking on the types. Note: The current contact type is listed to the right of this field.
E-mail Group(s)	Select your e-mail group(s). These groups determine the e-mails that you will receive. To select multiple e-mail groups, hold the [Ctrl] key while clicking on the groups. Note: The current e-mail group types are listed to the right of this field.
Address	Update your address by selecting it from the dropdown list.
Role	Displays your current role.

Email Address :

IM Information :

User ID : [minimum 6 characters]






Clue Question :

Clue Answer :

Active :

Phone List :

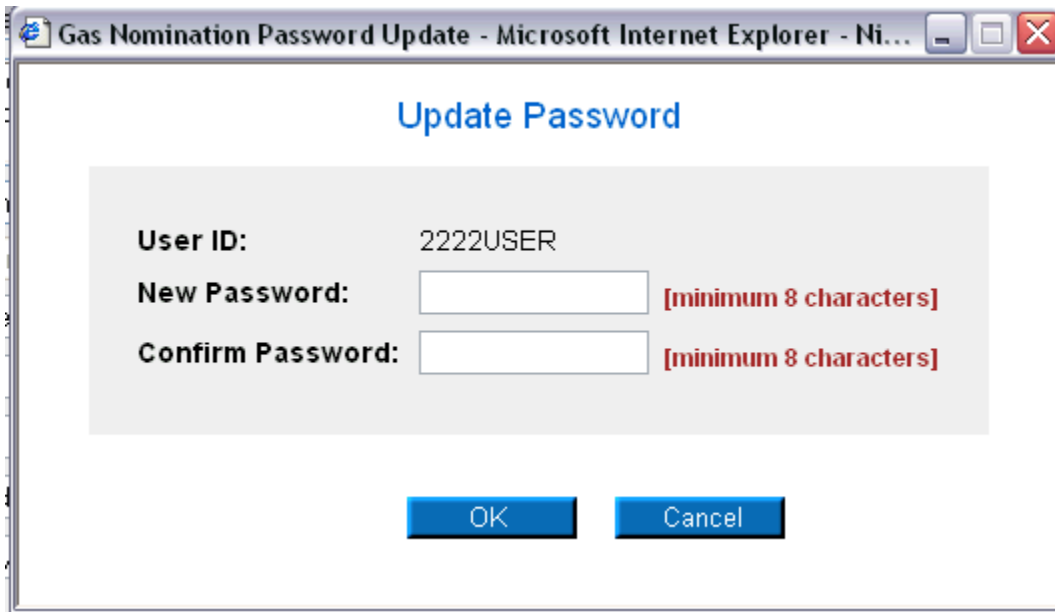
Phone Type	Phone x Ext #
Business Phone	(777) 454-2312
<input type="text" value=""/> <input type="text" value=""/>	<input type="text" value=""/> <input type="text" value=""/>

Field	Function
Email Address	Update your e-mail address.
IM Information	Update your Instant Messaging address
User ID	Update your User ID. The User ID must be at least 6 characters. You will use this User ID to log into the system.
Clue Question	Enter a clue question that will be used to verify your identity in the event that you forget your password. Examples include: mother's maiden name, name of your first pet, or childhood best friend.
Clue Answer	Update the answer to your clue question.
Phone Type	Select the phone type for the phone number you will enter in the Phone text box. The choices are: <ol style="list-style-type: none"> 1. Business Phone 2. Cell Phone 3. Alternate Phone 4. On-Call Pager 5. Fax 6. Answering Service/ After Hours 7. Home Phone
Phone x Ext #	Enter the phone number and extension for the number that corresponds to the phone type above. To add a phone number that has been entered, click the  icon. Note: You must click the  icon to add the phone number prior to saving the updates. To cancel the entry of a phone number before it is added, click the  icon. To update a phone number, click the  icon. To delete a phone number, click the  icon.

2. To save your information, click the **Save** button. If errors exist, an error message will display. The error must be corrected before you can save.

Changing Your Password

1. To change your password, click the **Change Password** button. The Update Password window will open.



Field	Function
New Password	Enter a new password.
Confirm Password	Confirm your new password.

2. Click the **OK** button.
3. The message "Password changed successfully will display.



4. Click the **OK** button. Utilize the new password at next log in.