

HOW TO UPDATE YOUR ACCOUNT

To update or correct your name, date of birth, email address, or agency on your account, follow the same steps as if you were creating a new account.

1. Click WebForms on the portal home page.
2. On the next screen, click New User Account.
3. Fill out the form with your new information.
4. Click Submit.

Your account will be updated within two business days.

Note: You will NOT receive a new confirmation email. Your previous password will still work. Log in to the portal using your new email address and old password.

If you don't remember your old password, click the Forgot Your Password link on the portal home page.

Sign in

E-mail address (Username)

Password

[Forgot your password?](#)

After clicking Forgot Your Password, enter your new email address on the next screen. A password reset email will be sent to you.

Forgot Your Password?

In the field below, enter the email address that you use to sign in. After you click Continue, a link to reset your password will be emailed to you.

* Email Address