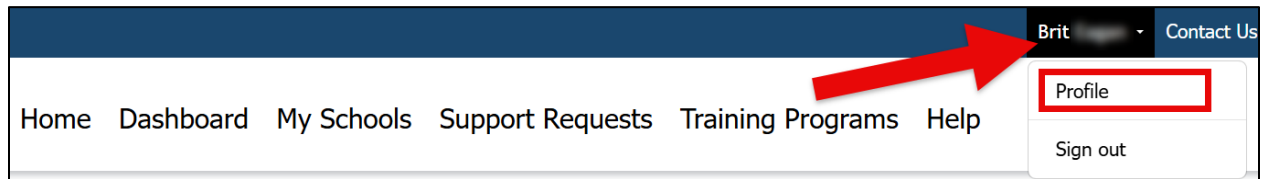# Managing Your Portal Account

This document will outline how to view and update your personal and organization-related contact information, your automated message preferences, as well as how to change your password and multi-factor authentication (MFA) method.

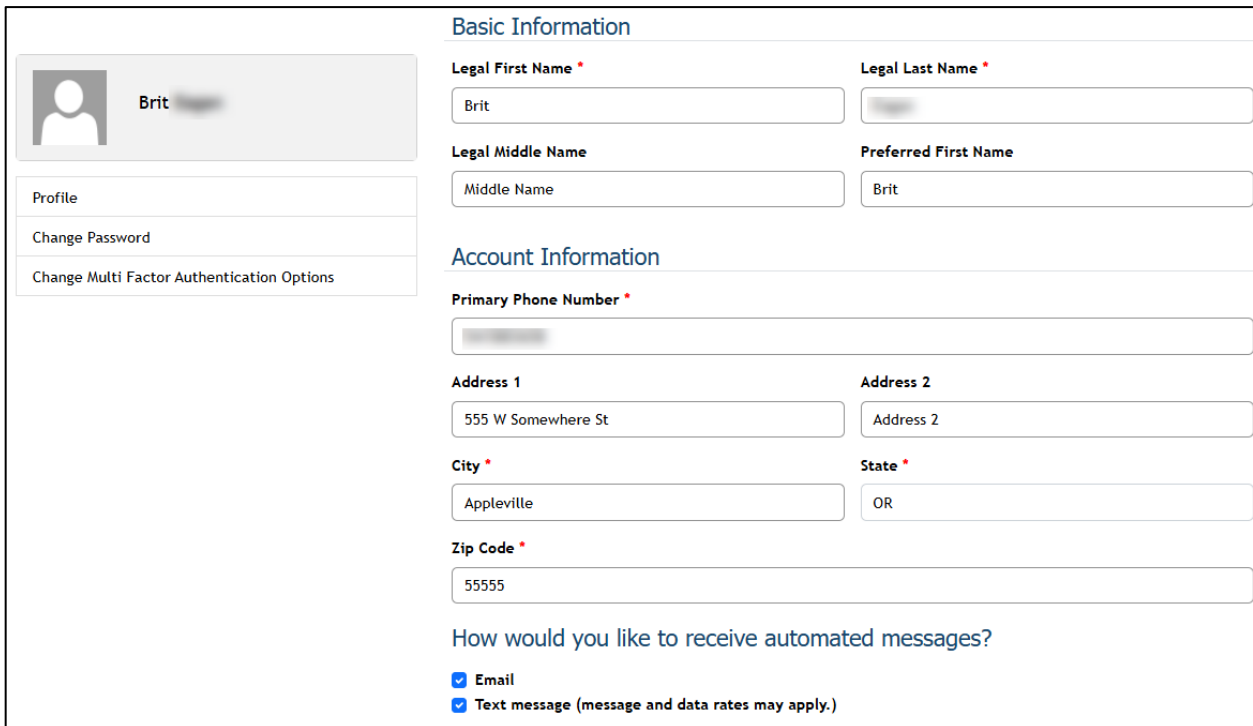## Table of Contents

Navigating to Your Portal Profile

While signed into your Portal account, click on your name in the top right corner and select Profile from the dropdown menu (pictured below).

TIP: If you do not see your name in the top right corner, click the "Sign in" button, sign into your Portal account, and then follow the step outlined above.

Updating Your Information & Preferences

You can scroll through your Portal Profile to review the information you have previously provided (partial screenshot below) and make updates to the fields, as needed.
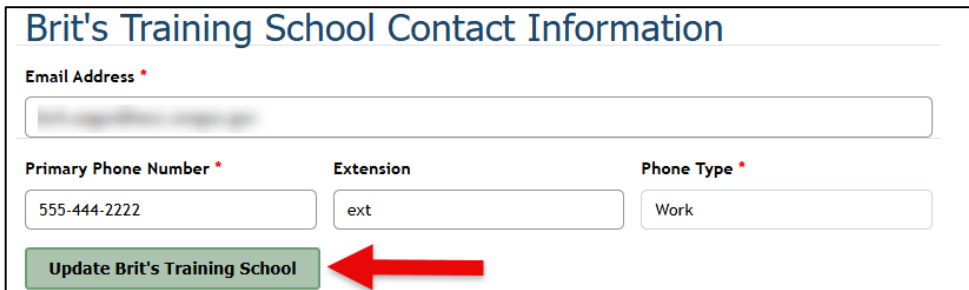
If you update a field, be sure to click the "Update" button for the relevant section (example below).
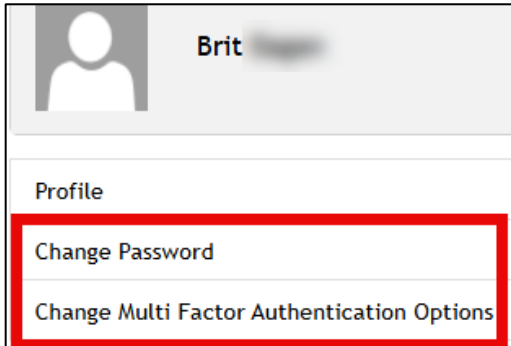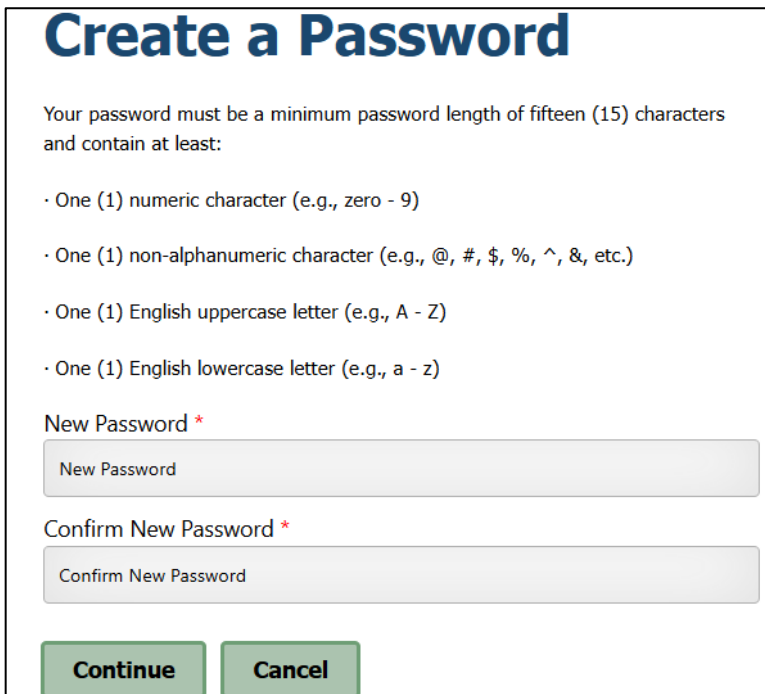
In the top left corner of your Profile, under your name, there are options to change your password or your Multi-factor Authentication (MFA) method (pictured below). Click an option name to proceed.

Changing Your Password

Follow the provided instructions for creating a new password, then click **Continue** (screenshot below).

Changing Your Multi-Factor Authentication (MFA) Method

Multi-factor Authentication (MFA) is a security step requiring more than one form of identification to log into an account. Make a selection from the dropdown menu and click **Continue**.

Managing Your Portal Account