

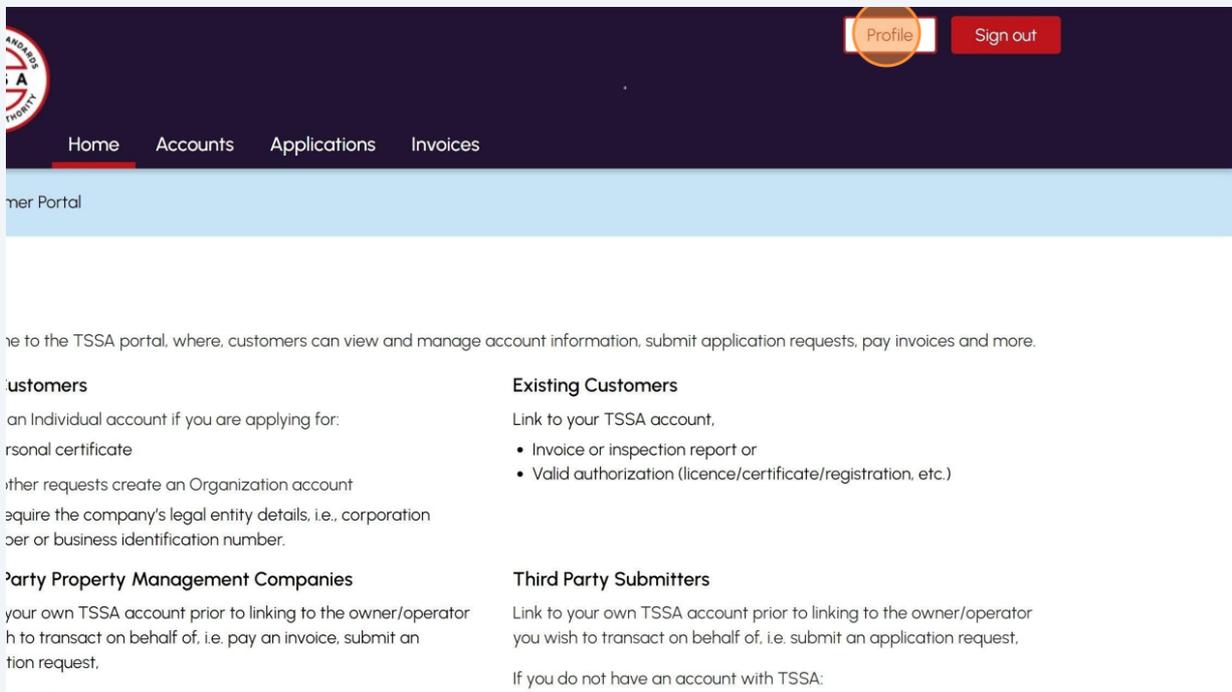
How to update your Profile Name



This guide will provide you with step-by-step instructions on how to update your "Profile Name" in the TSSA Client Portal.

1

From the Client Portal homepage, click the **"Portal Profile"** button located on the top-right of the page. The **"Portal Profile"** will appear.



2

Remove the old "First Name" and "Last Name".

Portal Profile

First Name *

Ada

Last Name *

Shelby

Email Address *

adashelbytssa@gmail.com

Email address information managed via TSSA Account contacts.

Update

3 Enter the new "**First Name**" and "**Last Name**".

Click the "**Update**" button.

Portal Profile

First Name *

Eric

Last Name *

Lee

Email Address *

adashelbytssa@gmail.com

Email address information managed via TSSA Account contacts.

Update

4 The "**Saved**" notification will appear.

The screenshot shows the TSSA website interface. At the top, there is a dark navigation bar with the TSSA logo on the left and menu items: Home, Accounts, Applications, and Invoices. Below the navigation bar, a green notification bar with the text "Saved" and a close button "X" is visible. An orange circle highlights the notification bar. The main content area has a light blue background and is divided into three columns. The left column contains links for "Learn", "Training Documents", and "Training Videos". The middle column contains links for "Company" and "Company News". The right column is titled "Need Help?" and contains text about technical difficulties, contact information for the Customer Contact Centre (Monday to Friday, 8:00 a.m. to 5:00 p.m., excluding holidays), a toll-free number (1-877-682-TSSA (8772)), and an email address (customerservices@tssa.org). A TSSA logo is also present in the bottom right corner of the main content area. At the bottom of the page, there are four links: "Contact us", "Privacy and cookies", "Terms of use", and "TSSA Website".

5 The updated name will appear in the **"Accounts"** tab.

The screenshot shows the 'Accounts' tab in the TSSA Client Portal. The navigation bar includes 'Home', 'Accounts', 'Applications', and 'Invoices'. Below the navigation bar, there is a breadcrumb trail: 'Customer Portal > Accounts'. The user is greeted with 'Hi Eric Lee!' and an orange profile picture. There are two red buttons: 'Create Account' and 'Link Existing Account'. Below this, there is a 'Portal Manager' section with an information icon. A table lists three accounts:

Account Name	Account Number	Inventory	Authorizations	Work Orders In Progress	Unpaid Invoices
COSTCO	47				
Google O/A Google corp	003019	0	0	0	0
IBM O/A IBM LTD	003019	0	0	0	0

 Congratulations! You have successfully reviewed how to update a profile name in the TSSA Client Portal.

6 Contact Customer Service at 1-877-682-TSSA (8772) or send an email to customerservices@tssa.org in case of any questions.