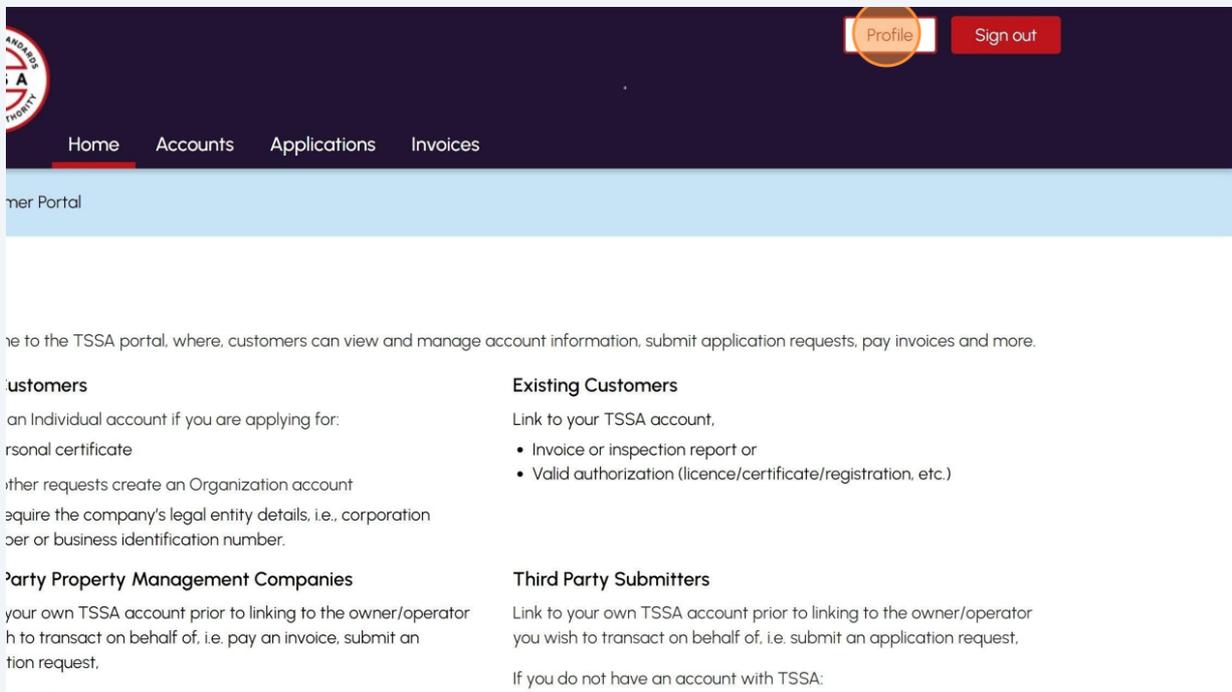# How to update your Profile Name

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

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

Home   Accounts   Applications   Invoices

Saved   X

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Toll-Free: 1-877-682-TSSA (8772)

Email: customerservices@tssa.org

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

ⓘ 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.