

Update User Profile

1. From the Main Menu, click on [Update User Profile](#).

Main Menu

[Add a New Facility](#) | [Update User Profile](#) | [Help on Tier II Reporting](#) | [Consolidated Invoice Statement\(CIS\)](#)

The following facilities are registered under this username. You can update information by clicking on the Facility Name. If you want to preview the most current data entered, click on the Current Data icon across from each Facility Name.

Search

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

[1] Page 1 of 1 (Total Results:1)

FID	Facility/Site Name ▲	Address	Current Data	Facility Type	Submission Status	Planning Facility
10	XYZ DAIRY COMPANY	1313 MOCKINGBIRD LANE MADISON, WI 53704	📄	Facility	Completed	Inactive

[1] Page 1 of 1 (Total Results:1)

Rows per page

2. Update information as needed.
3. Once finished, click [Submit Changes] button.

Update User Profile

The user profile contact information below will only be used to communicate changes to account access. All other facility-specific communication will be conducted using facility-specific contact information.

Username	jonhunter85
First Name	<input type="text" value="John"/>
Last Name	<input type="text" value="Doe"/>
Telephone	<input type="text" value="123-456-7890"/>
Title	<input type="text" value="Customer"/>
EIN (Leave blank if submitting for Farms)	<input type="text" value="111222333"/>
Check if you will submit reports only for Farms	<input type="checkbox"/>
E-Mail	<input type="text" value="jdoe@email.com"/>
Retype E-Mail	<input type="text" value="jdoe@email.com"/> <input type="button" value="x"/>

[Back to Tier II Main Menu](#)