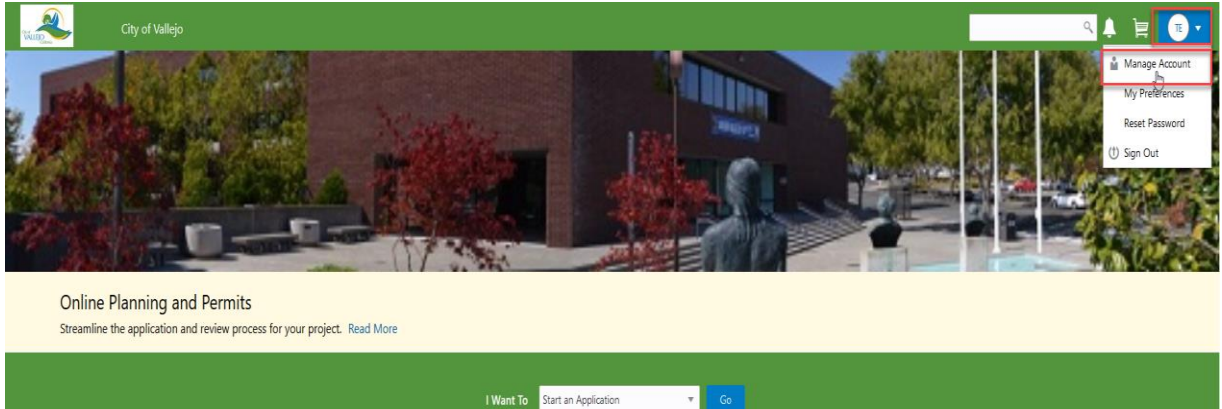


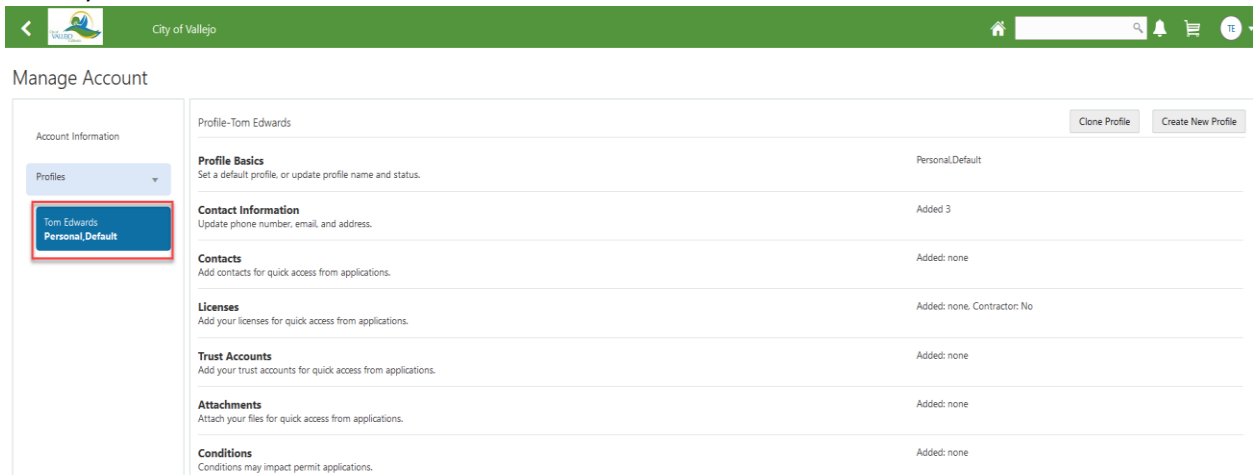
## Updating your Profile:

Your Profile contains information about you – your address, name, user name and other information that, when filled out, will help speed up the application process.

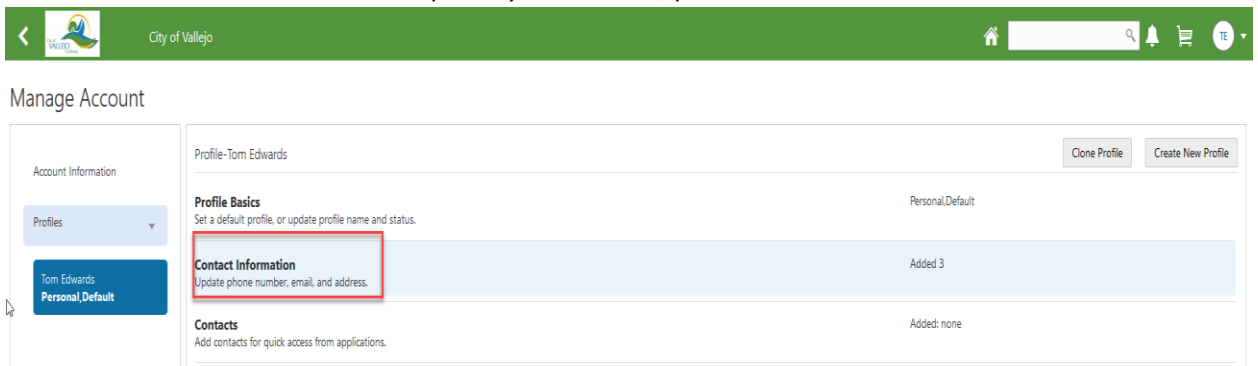
1. Login to Oracle (PSCR) <https://emwp.fa.us2.oraclecloud.com/fscmUI/publicSector.html>
2. Go to the **Account** button and select **Manage Account**.



3. Select your **Name** in the **Account Information** section on the left.



4. Select the **Contact Information** to update your address, phone number and email.



Contact Information

Address

Address	Type	Primary	Delete
3603 Sonoma, Vallejo, California, US, 94590	Business	Yes	

Phone

Phone	Type	Primary	Delete
+1 (916) 833-5734	Home	Yes	

Email

Email	Type	Primary	Delete
rocra@msn.com		Yes	

- Click the **Add** button. (**Note:** We will use the Address for this step. But each area is the same in the steps.)

Contact Information

Address

Address	Type	Primary	Delete
3603 Sonoma, Vallejo, California, US, 94590	Business	Yes	

Phone

Phone	Type	Primary	Delete
+1 (916) 833-5734	Home	Yes	

Email

Email	Type	Primary	Delete
rocra@msn.com		Yes	

- Start typing in a zip code in the **Zip Code** field and select the appropriate city in the list.

Address

Type   Primary

Country US

\* Zip Code

- \* Address Line 1 94501, Alameda, California
- Address Line 2 94502, Alameda, California
- 94503, American Canyon, California
- 94503, Vallejo, California
- 94505, Byron, California

7. Enter your address number and street name in the **Address Line 1** field and click **Save**.

Address

Type: Business  Primary

Country: US

\* Zip Code: 94503

Vallejo, California

\* Address Line 1: 555 Santa Clara

Address Line 2:

Cancel Save

**Note:** You may also want to add other contacts to your profile to make it easier if you have people that you work with you need to be easily related to your permits.

8. Select the **Contacts** section.

City of Vallejo

Manage Account

Account Information

Profiles

Tom Edwards  
Personal\_Default

Profile-Tom Edwards Clone Profile Create New Profile

**Profile Basics** Personal\_Default  
Set a default profile, or update profile name and status.

**Contact Information** Added: 4  
Update phone number, email, and address.

**Contacts** Added: none  
Add contacts for quick access from applications.

**Licenses** Added: none. Contractor: No

9. Click the **Add** button.

Contacts

+ -

Name	Business	Email	Phone	Address	Delete
No data to display.					

10. Enter the required information \* and any other information as appropriate and click **Save**.

Contact Details

* First Name	Jane	* Last Name	Doe
Middle Name		Business	
Country	US		
* Zip Code	94010		
	<i>Burlingame, California</i>		
* Address Line 1	123 Main		
Address Line 2			
Phone	1 (555) 555-5555	Ext.	
Email	jane.doe@mailinator.com		

Cancel Save

**Note:** This adds the contact to your profile so when you add a contact to an application this person will display in a list for you to quickly choose.