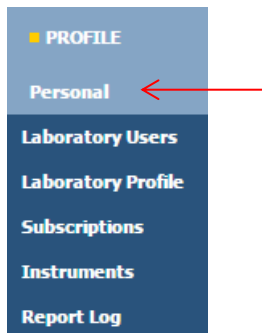


Update Contact Information





To update your personal information such as email, phone number or address.

1. Log in to your OASYS account.
2. Click on **Personal** under the Profile heading.



3. Click Modify  for "Profile 1".

Profile(s) Details for Sam White

User Details		
Name	Sam White	
Title		
Language Preference	English	
Decimal Separator Preference	Point (.)	
Digit-Grouping Separator Preference	Space ()	
Time Zone Preference	America/Vancouver	
Report Unit Preference	Recommended Unit	
Security Level	Level 3	
Username(Web.PT)	sam28	
Password	*****	
Profile 1		 
Contact Type	Reporting	
Notification Method	E-mail	
Email 1	sam@oneworldaccuracy.com.test	
Phone 1	 604-222-3900	
Suite #9 - 8980 Fraserwood Court		
Address		
Burnaby British Columbia CANADA V5J 5E8		

4. Make all necessary changes and click  to submit.

Note: The Personal option allows you to modify your personal information such as address, contact type, email address and phone number. The primary contact is the only contact type which allows for modifying any of the users' information for a given OASYS account.

If you are not the **shipping or billing contact** but wish to update this information please contact the primary contact for your OASYS account or send a request to **support@oneworldaccuracy.com**

Make sure to include the following information:

- OASYS ID (example BC1527)
- Previous contact information (first and last name)
- Contact information to be updated

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