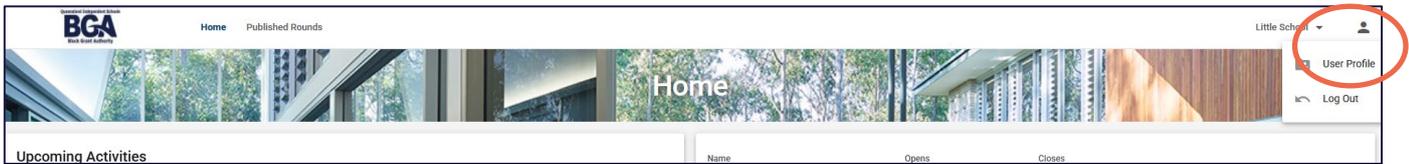


Updating Email Address

If you are a registered user and wish to change your email address, there are two steps to complete in the Grant Management System (GMS) Client Portal.

Step One – Update User Profile

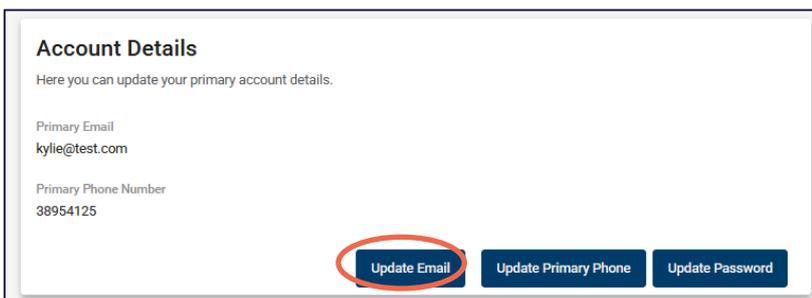
1. From the Client Portal Home Page, click the person icon and select *User Profile*.



2. On Your User Profile page, select *Update Email*.



2. You will be directed to the *Account Details* page, where you need to select *Update Email*.





3. You can now enter the new email address using your current password and press **Save**. This will change the email address used to log into the Client Portal however, it will not impact the password currently in use.

Update Primary Email Address

Please enter a new primary email address and confirm with your current password.

Current Primary Email
kylie@test.com
This is your current primary email address.

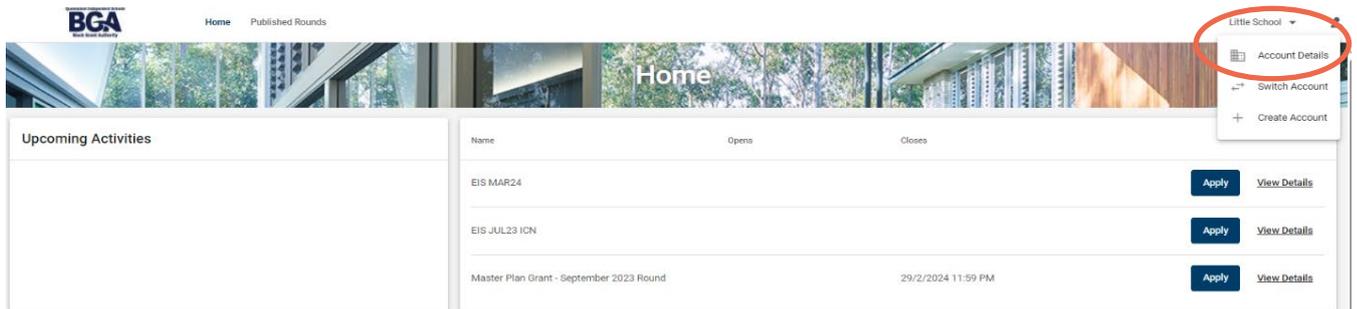
New Primary Email
Enter your new primary email address.

Current Password
Enter your current password.

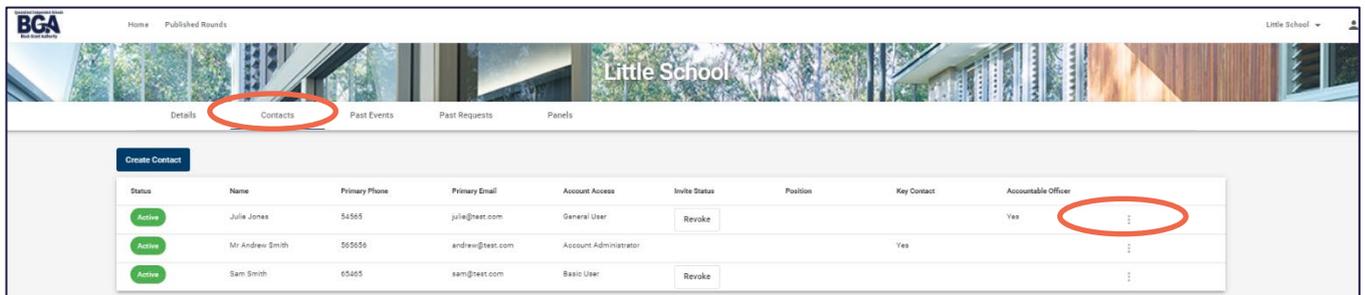
[Cancel](#) [Save](#)

Step Two: Update Contact Details

1. From the Client Portal Home Page, click an account name and select *Account Details*.



2. From the Contacts tab, select the morevert (three dots) associated with the relevant user.



3. Choose *View* and access the menu allowing details to be edited, and then *Save* the required changes.

The screenshot shows the BGA 'Little School' interface. At the top, there is a navigation bar with 'Home', 'Published Rounds', and 'Little School'. Below this is a header image with the text 'Little School'. A secondary navigation bar contains 'Details', 'Contacts', 'Past Events', 'Past Requests', and 'Panels'. The main content area features a 'Create Contact' button and a table of contacts. The table has columns for Status, Name, Primary Phone, Primary Email, Account Access, Invite Status, Position, Key Contact, and Accountable Officer. The 'View' button for the second contact is circled in red, and a dropdown menu is open, showing options: 'View', 'Make Key Contact', 'Make Basic User', and 'Make Account Administrator'.

Status	Name	Primary Phone	Primary Email	Account Access	Invite Status	Position	Key Contact	Accountable Officer
Active	Julie Jones	54555	julie@best.com	General User	Revoke			Yes
Active	Mr Andrew Smith	555556	andrew@best.com	Account Administrator			Yes	
Active	Sam Smith	55405	sam@best.com	Basic User	Revoke			