

# Edit User's Profile

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You can edit a user's account and profile, including the user's contact information. You can also change the user's password.

## To access the user's profile

1. On the **Settings** tab, click **Users**. The *Users* page opens.
2. Click **change location**. The domain hierarchy list opens.
3. Expand the domain hierarchy, as necessary, and select the domain.
4. In the left pane, locate and select the user. The right pane shows the user's details.

## To add to or change contact information

1. Click the **Account for (user's name)** drawer, if it is not already
2. Change or add to the user:
  - Name
  - Contact information
3. Click **Save**.