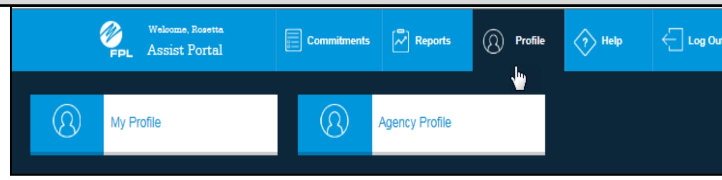
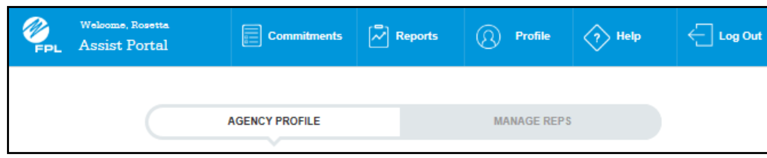
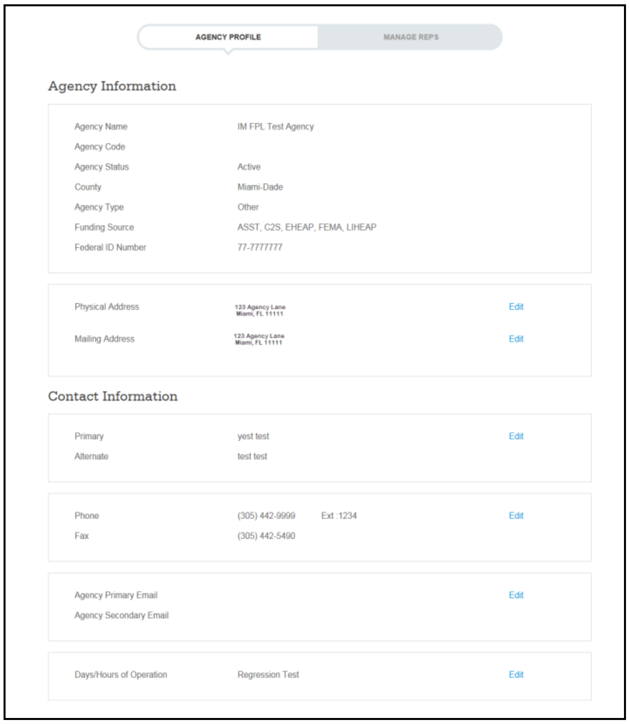
# FPL ASSIST WEB PORTAL – UPDATE PROFILE MANAGER

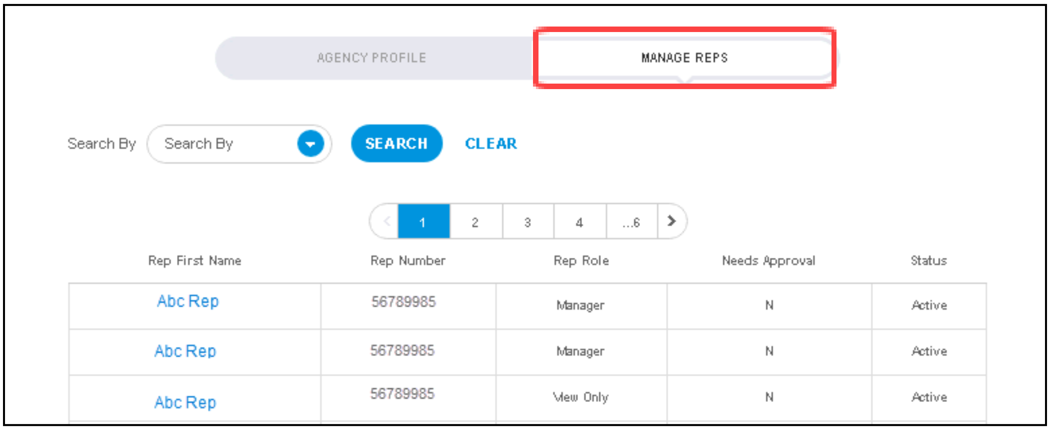
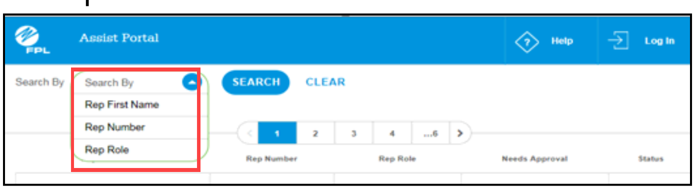
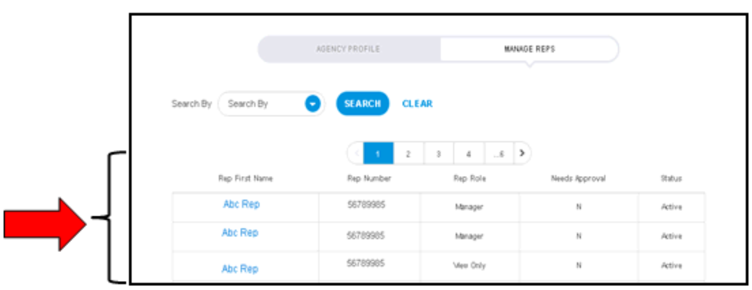
**Purpose:** Use this job aid to View and Update an Agency's Profile.

| Step | Actions for Accessing Agency Profile |
|---|---|
| 1 | **Click** Profile<br>My Agency Profile<br> |
| 2 | After the Agency profile is selected, the following two options will appear:<br>1) Agency Profile<br>2) Manage Reps<br><br><br>**Result:** Agency Profile window appears<br><br>(continued on next page) |

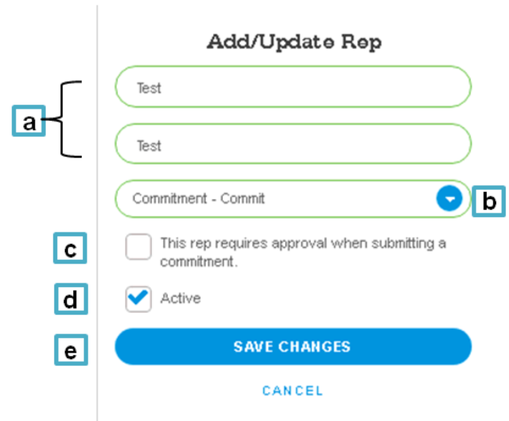
**Purpose:** Use this job aid to View and Update an Agency's Profile.

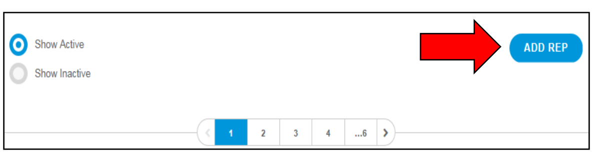
| Step | Actions for Accessing Agency Profile (cont.) | |
|---|---|---|
| 3 |  | |
| | **Agency Information** | ***Non-Editable Fields***<br>• Agency Name<br>• Agency Code<br>• Agency Status<br>• County<br>• Agency Type<br>• Funding Source<br>• Federal ID Number<br>***Editable Fields***<br>• Agency Physical Address<br>• Agency Mailing Address |
| | **Contact Information** | • Primary Contact Information<br>• Alternate Contact Information<br>• Agency Phone<br>• Agency Fax<br>• Agency Primary Email<br>• Agency Secondary Email<br>• Agency Hours of Operation |

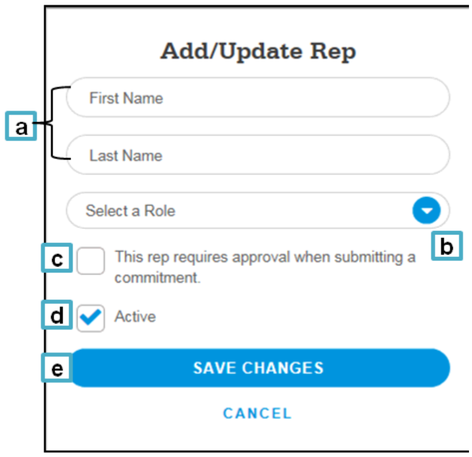
**Purpose:** Use this job aid to Manage Reps Profile.

| Step | Actions for Managing Reps |
|---|---|
| 1 | **Click** Manage Reps<br> |
| 2 | Search for Reps<br> |
| 3 | **Modify a Rep**<br>**Click** on name you would like to modify<br><br>Note: Add/Update Rep window will appear. |

**Purpose:** Use this job aid to Manage Reps Profile.

<table>
<tr><th>Step</th><th>Actions for Managing Reps (cont.)</th></tr>
<tr><td>4</td><td>
Once the Add/Update Rep window appears,<br>you can update the following:
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>a</td><td>Update – This is used to update the First and Last Name if update is needed</td></tr>
<tr><td>b</td><td>Select desired role from drop-down option</td></tr>
<tr><td>c</td><td>Select when rep requires approval when submitting a commitment</td></tr>
<tr><td>d</td><td>Select to make rep Active and deselect for Inactive option</td></tr>
<tr><td>e</td><td>Click to Save Changes</td></tr>
</table>


</td></tr>
<tr><td>5</td><td>
Add Rep<br><br>Click Add Rep<br><br>Note: This option is located at the bottom of the Manage Rep window


</td></tr>
<tr><td>6</td><td>
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>a</td><td>Type First and Last Name field</td></tr>
<tr><td>b</td><td>Select desired role from drop-down option</td></tr>
<tr><td>c</td><td>Select if rep requires approval when submitting a commitment</td></tr>
<tr><td>d</td><td>Select – Deselect if rep will be inactive</td></tr>
<tr><td>e</td><td>Click to Save Changes</td></tr>
</table>


</td></tr>
</table>