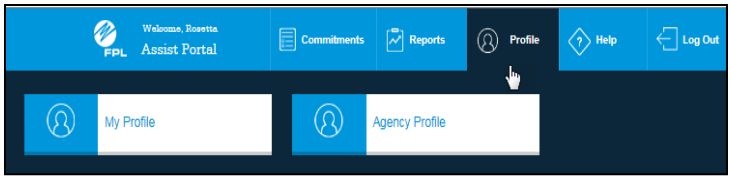
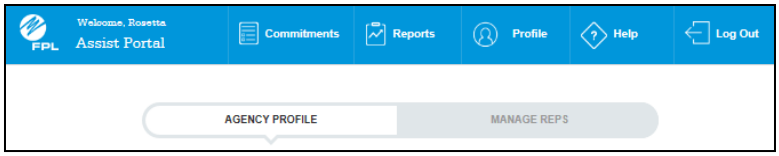
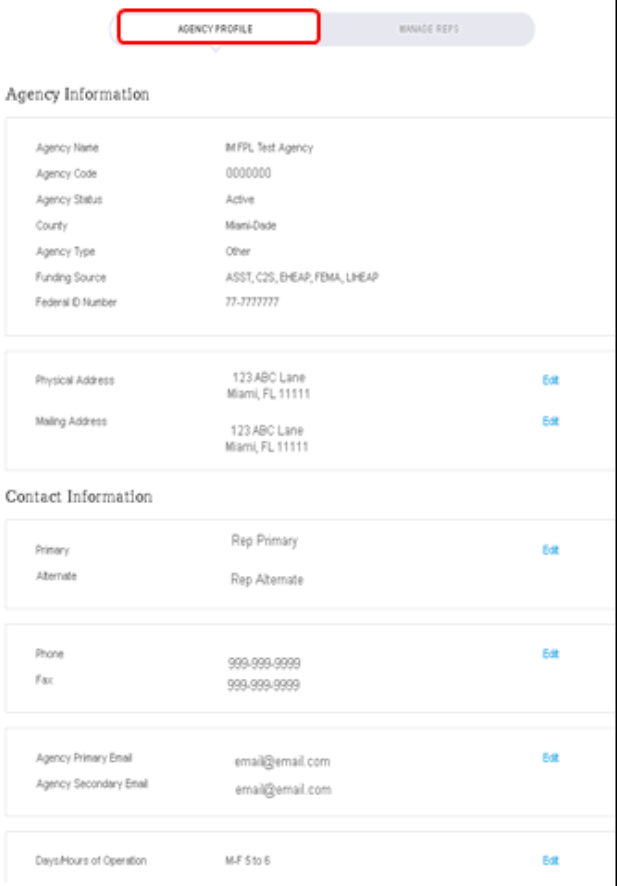
FPL ASSIST WEB PORTAL – UPDATE PROFILE MANAGER

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

Step	Actions for Accessing Agency Profile
1	**Click** Profile My Agency Profile 
2	After the Agency profile is selected, the following two options will appear: 1) Agency Profile 2) Manage Reps 
3	**Agency Information** ***Non-Editable Fields*** • Agency Name • Agency Code • Agency Status • County • Agency Type • Funding Source • Federal ID Number ***Editable Fields*** • Agency Physical Address • Agency Mailing Address **Contact Information** • Primary Contact Information • Alternate Contact Information • Agency Phone • Agency Fax • Agency Primary Email • Agency Secondary Email • Agency Hours of Operation 

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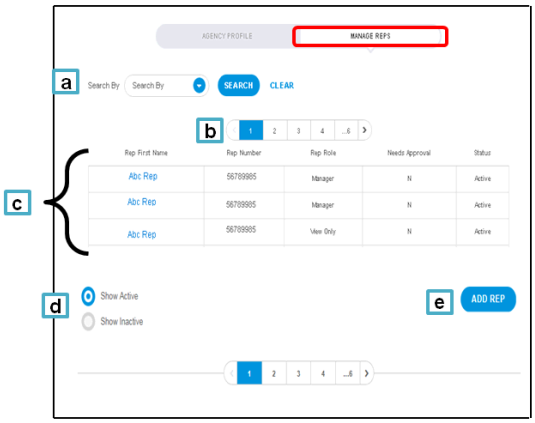
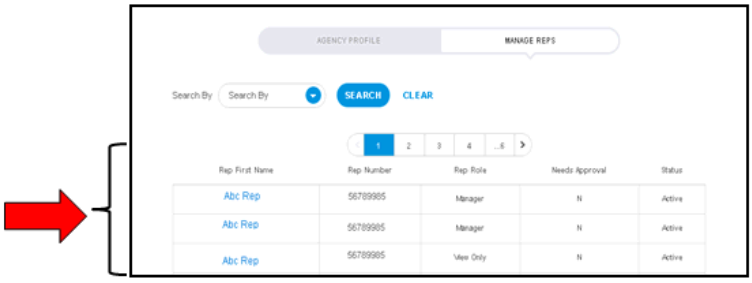
FPL ASSIST WEB PORTAL – UPDATE PROFILE MANAGER

Purpose: Use this job aid to Manage Reps Profile.

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

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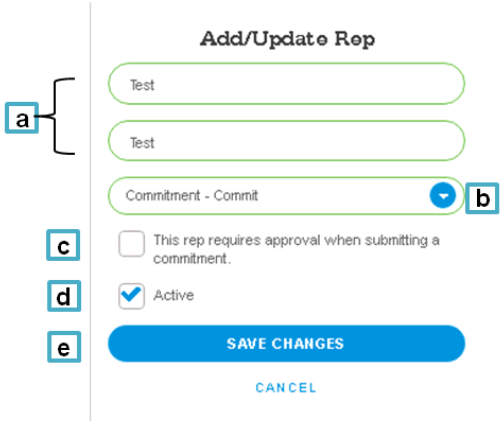
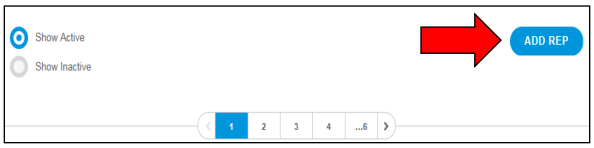
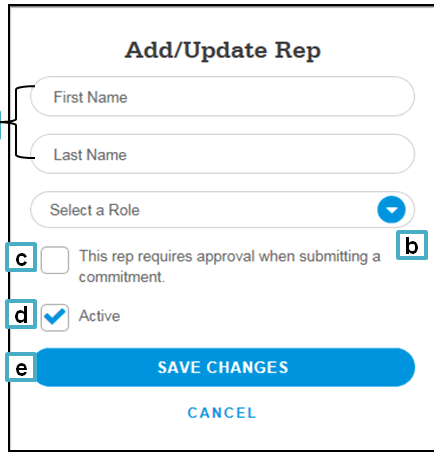
Purpose: Use this job aid to Manage Reps Profile.

<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, you can update the following:
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>a</td><td>Correct – 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

• Click Add Rep

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>

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