

FPL Assist Web Portal Update Profile - Agent

Introduction

The following module will provide you with instructions for viewing or changing profile information after you have logged into the FPL Assist Web Portal.

At the end of this module, you will be able to:

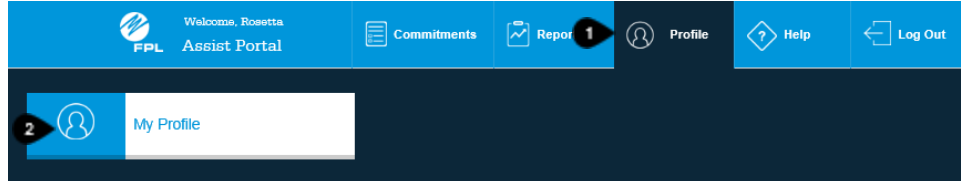
- View the following profile information
 - Your User ID
 - Registered Name
 - Agency Email
 - Agency Role and Code
 - Rep Number
 - Assist Portal PIN
- Update your
 - Password
 - Security question



Viewing Your Profile

The following provides you steps to access your profile information.

Step	Action
Assist	
1	Click Profile
2	Click My Portal



The table below describes the sections and editable fields in the profile window.

Part	Section	Description
a	Personal Information	<ul style="list-style-type: none"> User ID, and Name
b	Agency Information	<ul style="list-style-type: none"> Agency Email Role status Agency Code Rep Number <p>Note: These fields can only be edited by a manager.</p>
c	Security Information	<ul style="list-style-type: none"> Password Security Question <p>Important: Click the edit link to update these fields</p>
d	Agency Portal PIN	<ul style="list-style-type: none"> Agency Portal PIN

Profile Information

User ID	abcrep88
Name	Abc Rep
Agency Email	email@email.com
Agency Role	Manager
Agency Code	888888888
Rep Number	888888888

Security Information

Password	XXXXXXXX	Edit
Make or model of your first car?	XXXXXXXX	Edit
Assist Portal PIN	888888888	