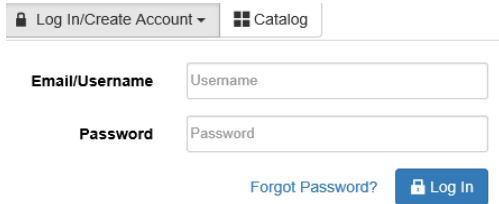


How to Update Profile

1. On the top left corner of the Pinellas County Reservation homepage select the **“Log in/Create Account”** Tab.



2. Login to your account by entering your **Email/Username** once that information has been entered select the **Log In button** with your mouse to proceed.



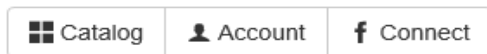
Log In/Create Account Catalog

Email/Username Username

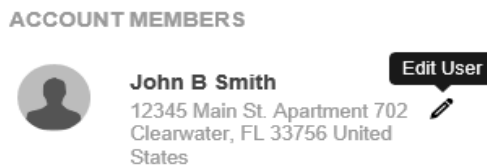
Password Password

[Forgot Password?](#)

3. Once you have successfully log in, you will be directed to the reservation home page. From there you will select the **“Account”** tab.

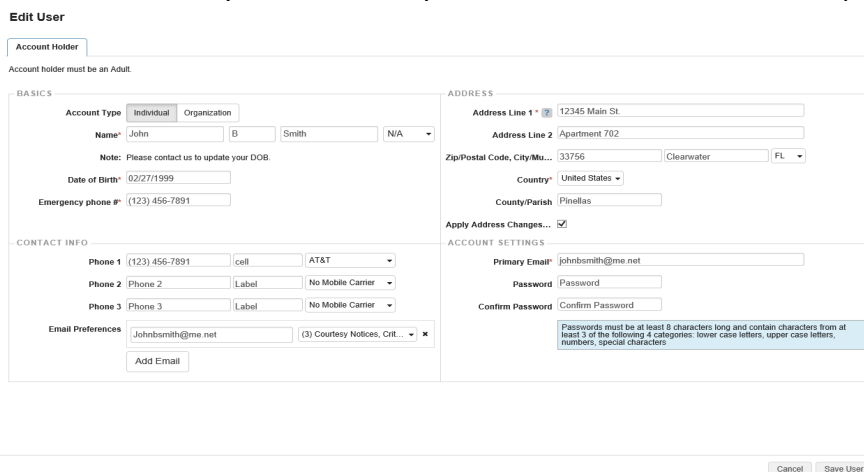


4. Once you have logged in to your profile **“MY DASHBOARD”** will appear, this gives you an overview of your account including your **“ACCOUNT MEMBERS”**



5. **Select the profile** in your account that you want to edit by clicking your mouse over the **“Pencil Icon”**. Once that has been selected a **“Edit User”** box will open showing your current profile information

6. From this screen you can edit any information that needs to be updated



Edit User

Account Holder

Account holder must be an Adult.

BASICS

Account Type: Individual Organization

Name: John B Smith N/A

Note: Please contact us to update your DOB.

Date of Birth: 02/27/1999

Emergency phone #: (123) 456-7891

CONTACT INFO

Phone 1: (123) 456-7891 cell AT&T

Phone 2: Phone 2 Label No Mobile Carrier

Phone 3: Phone 3 Label No Mobile Carrier

Email Preferences: Johnsmith@me.net (3) Courtesy Notices, Crit... Add Email

ADDRESS

Address Line 1: 12345 Main St.

Address Line 2: Apartment 702

Zip/Postal Code, City/Mu...: 33756 Clearwater FL

Country: United States

County/Parish: Pinellas

Apply Address Changes...

ACCOUNT SETTINGS

Primary Email: johnsmith@me.net

Password: Password

Confirm Password: Confirm Password

Passwords must be at least 8 characters long and contain characters from at least 3 of the following 4 categories: lower case letters, upper case letters, numbers, special characters

7. When you have completed your changes choose **“Save User”**

Cancel

Save User