

Updating Personal Information

Once you are logged into your account, you can access your profile and update your information.

1. Select Profile from the menu on left side of your online account.
2. Click on the edit (pencil) to update contact information such as your address, phone number and email address.

The screenshot shows the user profile page for 'ACH TEST'. The page has a navigation bar with the Sentinel Group logo and a 'CONTACT US' button. Below the navigation bar, the user's name 'ACH TEST' and last login information are displayed. The main content area is divided into a left sidebar with menu items like 'PROFILE', 'PERSONAL INFO', 'PAYMENT INFO', etc., and a main profile section. The profile section shows the user's name 'ACH TEST' with an edit icon, and a table of personal information including Address, Phone, Email, SSN, and Birth Date. Below this table, there is another table with Client, Individual ID, and Member ID.

ACH TEST	Phone	Email
1 SAMPLE DR WAKEFIELD MA 12345	xxx-xx-1111	partxyz@sbgj.com
	SSN	Birth Date
	xxx-xx-1111	Jan 01, 1970

Client	Individual ID	Member ID
XYZ Client		96

Once the information has been updated, hit "Save"

The screenshot shows the user profile page for 'ACH TEST' in edit mode. The left sidebar is the same as in the previous screenshot. The main profile section shows the user's name 'ACH TEST' with a pencil icon. Below this, there are several input fields for personal information, each with a 'Required' label. The fields are: Address (1 SAMPLE DR), Address2 (empty), City (WAKEFIELD), State (MA-Massa), Zip Code (12345), Phone ((555) 555-5555), Email (partxyz@sbgj.com), and SSN (xxx-xx-1111). At the bottom of the form, there are two buttons: 'SAVE' and 'CANCEL'.