

## How to update my contact information

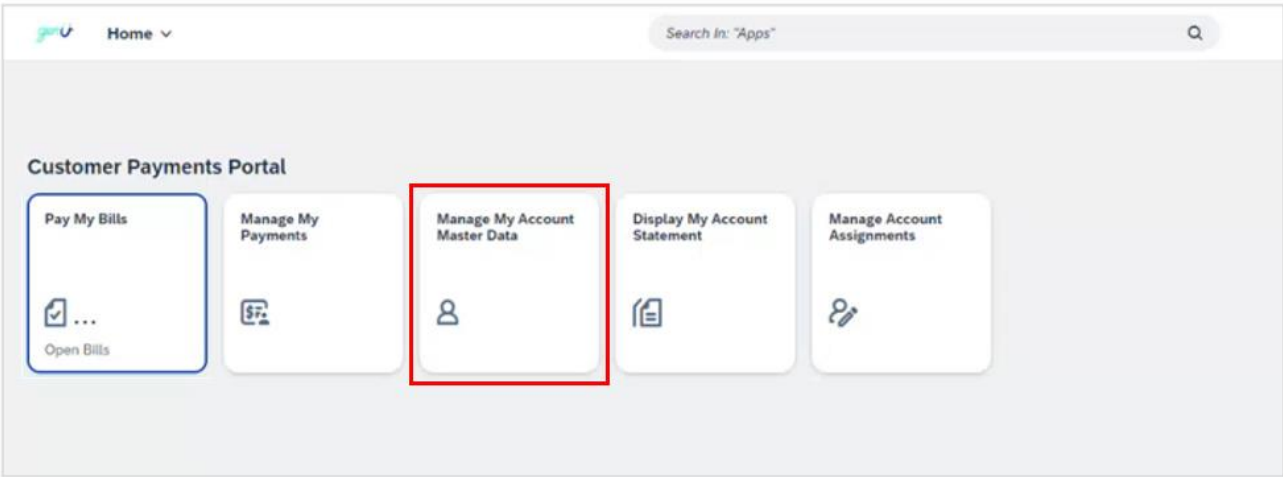
**Purpose:** To explain how to update your contact information in the genU Payment Portal.

**When to use:** When you need to update your address or contact information in the genU Payment Portal.

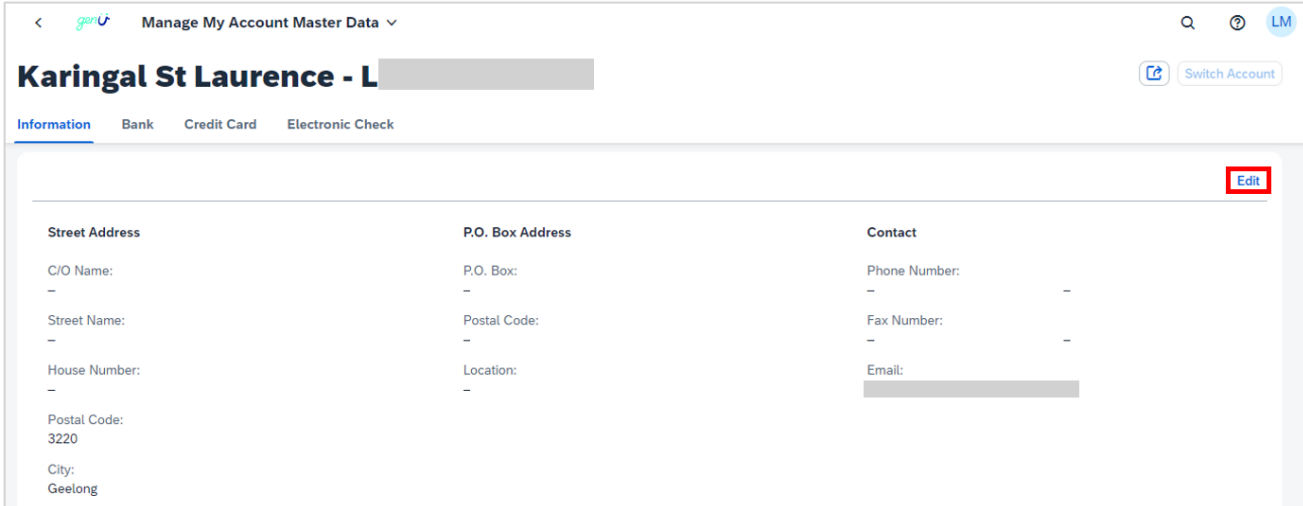
**Audience:** genU, genU Training, IPA and Matchworks invoice recipients.

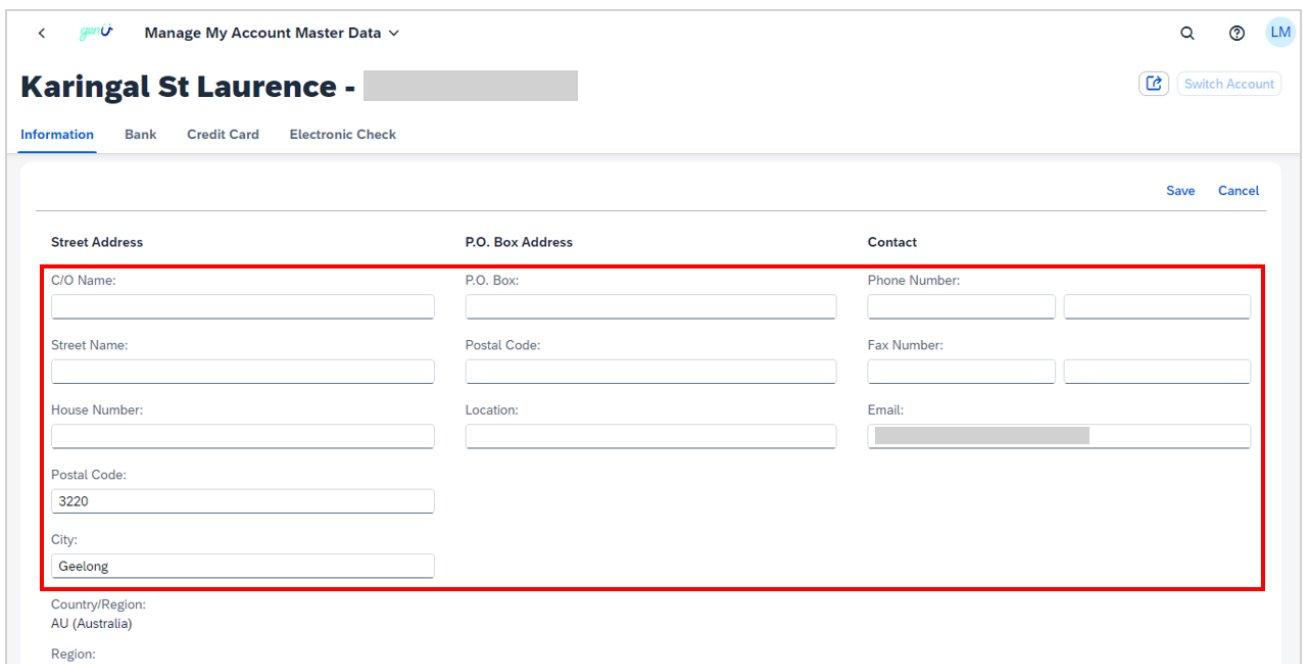
**Support:** For more support, please contact the Accounts Receivable Team via [AR@genu.org.au](mailto:AR@genu.org.au) or call (03) 5277 8892.

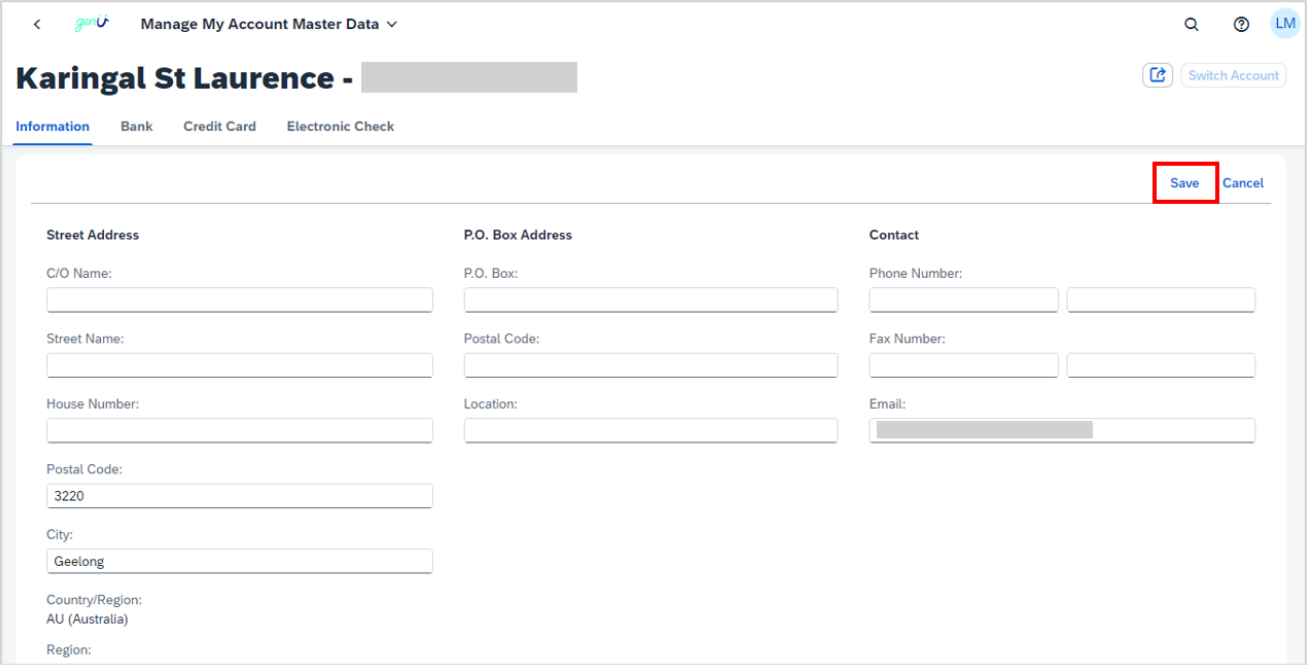
The following step/action table describes how to update my contact information.

Step	Action
1	<p>Log in to the genU Payment Portal via <a href="https://genudigitalpayment-prd-0f7tzt12.authentication.us10.hana.ondemand.com/login">https://genudigitalpayment-prd-0f7tzt12.authentication.us10.hana.ondemand.com/login</a>.</p> <p><b>Note:</b> For support, please refer to the <b>How to log in to the genU Payment Portal</b> guide.</p>
2	<p>Click the <b>Manage My Account Master Data</b> tile.</p>  <p><b>Result:</b> The <b>Manage My Account Master Data</b> screen displays.</p>

Step	Action
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<b>3</b>	<p><b>Click Edit.</b></p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  </div> <p><b>Result:</b> The fields become editable.</p>
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<b>4</b>	<p><b>Update the relevant fields.</b></p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  </div> <p><b>Result:</b> The fields populate.</p>
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Step	Action
5	<p>Click <b>Save</b>.</p>  <p><b>Result:</b> The updated fields are saved.</p>
	<p><b>End procedure</b></p>