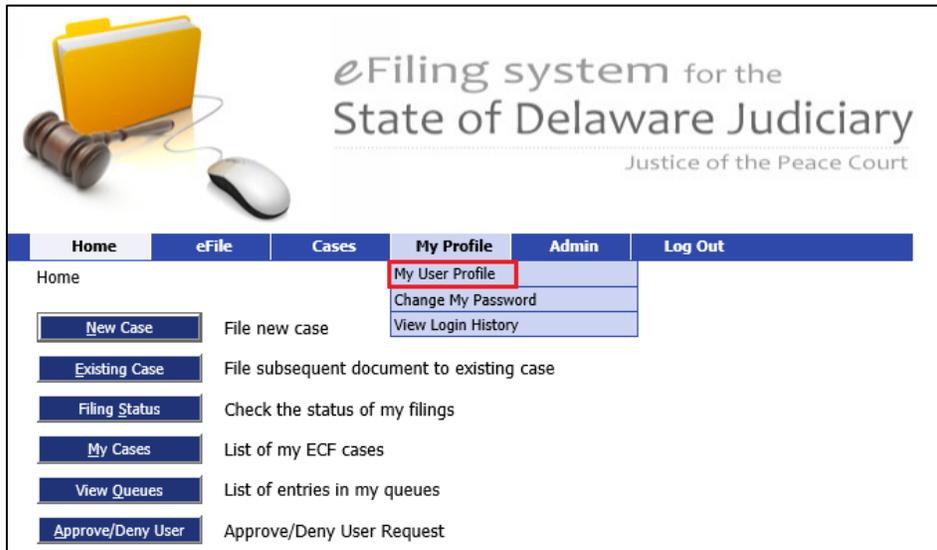


## Module 26 – Modify Profile

Your profile is where your account information is stored. You can change most of the information as needed. To access your profile, hover your mouse over the 'My Profile' tab.

Select 'My User Profile' from the drop down list.



This brings you to the 'User Profile' Screen. It displays the information you entered when you requested a logon ID. To modify the information, click 'Modify User Profile'.



## Module 26 – Modify Profile

You can update most of your information that was submitted when you requested a logon on this screen, **but this only affects the e-filing system**. You must contact the technical helpdesk to change any information not shown in a box.

It is recommended that you also contact the technical helpdesk when you have a name change to minimize any issues. Past cases filed under a different name may not be visible to you without some adjustments by the technical staff.

Form 50 agents **must** also submit a revised Form 50 to the Chief Magistrate’s Office in Georgetown. Likewise, Attorneys **must** contact the Delaware State Bar if any of their information has changed.

### Modify User Profile

**\*Required Fields**

Role(s): Agent

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**\*Required Fields**

User Name: MIKEREED

Title:

First Name: \* MIKE

Middle Name:

Last Name: \* REED

Suffix Name:

Organization: ATLANTIC REALTY MANAGEMENT LLC

Bar/FA Number: FA9000

Contexte Id:

SSN:

Phone:  Fax:

E-Mail: \* MIKEREED@HOTMAIL.COM

1st Alternate EMail: SHAREDACCOUNT@HOTMAIL.COM

2nd Alternate EMail:

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Use My Company's Address

31052 SHADY ACRES LANE  
LAUREL, DE 19956  
US

Use My Address

Address Line 1: \* 34 SMITH RD

Address Line 2:

Address Line 3:

City: \* GEORGETOWN  State: Delaware

Postal Code: \* 19947  Country: United States

## Module 26 – Modify Profile

Once all your updates are made, click 'Submit' to save your changes or 'Cancel' to exit without saving.

Use My Company's Address

31052 SHADY ACRES LANE  
LAUREL, DE 19956  
US

Use My Address

Address Line 1: \*

Address Line 2:

Address Line 3:

City: \*  State:  ▼

Postal Code: \*  Country:  ▼

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