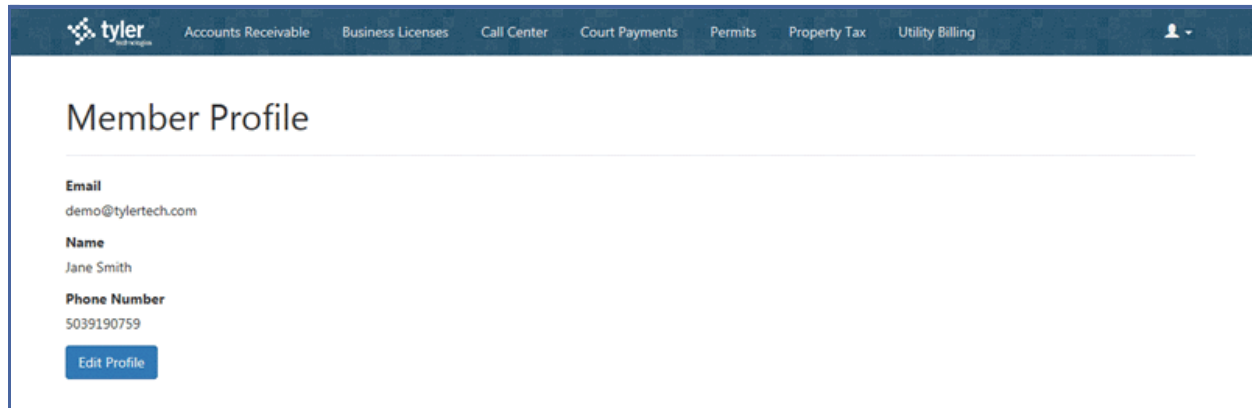


Edit Member Information

Follow the steps below to edit the user member profile:

1. [Log into](#) the Online Services Payment home page.
2. Click **User** icon on any page.
3. Select *Member profile* from the dropdown to display the current member account information ([sample](#)).

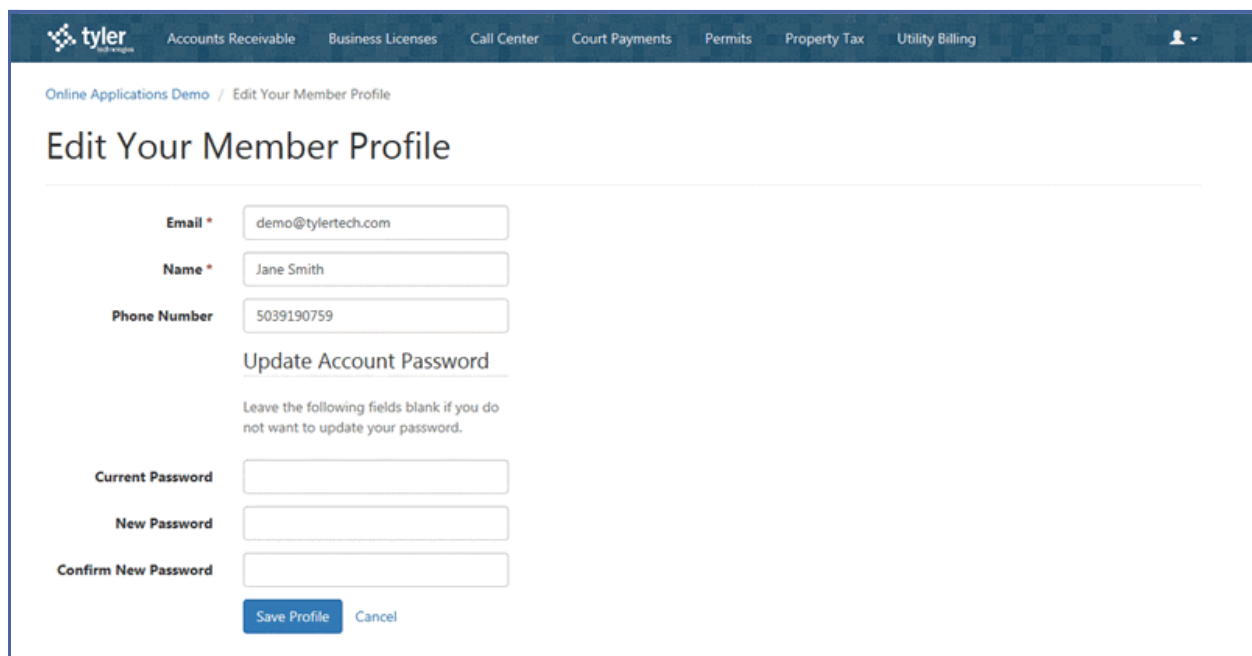


The screenshot shows the 'Member Profile' page. At the top, there is a navigation bar with the Tyler logo and links for Accounts Receivable, Business Licenses, Call Center, Court Payments, Permits, Property Tax, and Utility Billing. A user icon is in the top right. The main content area has the heading 'Member Profile' and displays the following information:

- Email:** demo@tylertech.com
- Name:** Jane Smith
- Phone Number:** 5039190759

Below the information is a blue button labeled 'Edit Profile'.

4. Click **Edit Profile** to edit account detail ([sample](#)). Enter a new password only to change the password.



The screenshot shows the 'Edit Your Member Profile' page. At the top, there is a navigation bar with the Tyler logo and links for Accounts Receivable, Business Licenses, Call Center, Court Payments, Permits, Property Tax, and Utility Billing. A user icon is in the top right. The main content area has the heading 'Edit Your Member Profile' and displays the following information:

Online Applications Demo / Edit Your Member Profile

Email * demo@tylertech.com

Name * Jane Smith

Phone Number 5039190759

Update Account Password

Leave the following fields blank if you do not want to update your password.

Current Password

New Password

Confirm New Password

At the bottom are two buttons: 'Save Profile' (blue) and 'Cancel'.

5. Click **Save Profile** to save the changes.

Related Topics

[Register for a Member Account](#)

[Add Payment Methods](#)

[Recover Your Password](#)

[About Member Account Security](#)

TIP To change the Email address, users must activate the address through an email confirmation before they can use their accounts.

The system only requires a phone number if the user has the Business License and Building Projects applications.

Change the password at any time. Secure passwords are at least 6 characters long, include capital and lowercase letters, include at least 1 number, and include at least 1 special character (! . + @ # , / etc.).

Need more help? Visit [Tyler University](#), [Tyler Community](#), or contact your [Support Team](#).



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