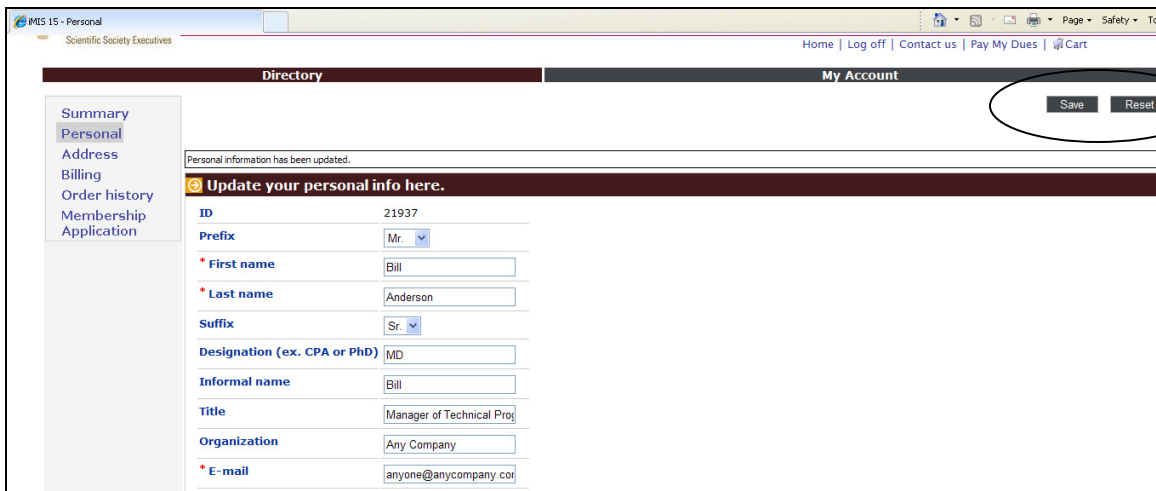


How to Update Your Name and Address Information

To update your name information you will need to change the data in any of the fields listed below and then click on the **Save** button located in the upper right corner.

After you click on the **Save** button a message will appear that states your personal information has been updated.

If you make a mistake prior to clicking on the Save button you can click on the **Reset** button located in upper right corner of the screen and it will reset all of the fields to the original values.

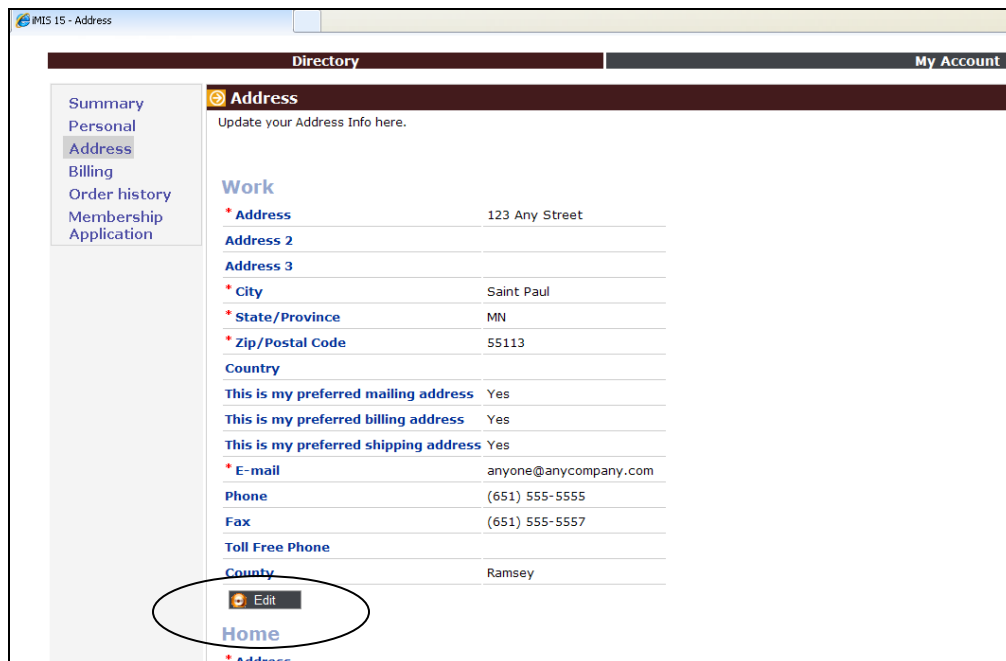


The screenshot shows the 'Personal' information update page. The left navigation menu includes Summary, Personal, Address, Billing, Order history, Membership, and Application. The main content area displays a message 'Personal information has been updated.' and a heading 'Update your personal info here.' Below this, there are several form fields: ID (21937), Prefix (Mr.), First name (Bill), Last name (Anderson), Suffix (Sr.), Designation (ex. CPA or PhD) (MD), Informal name (Bill), Title (Manager of Technical Proj), Organization (Any Company), and E-mail (anyone@anycompany.com). In the top right corner, the 'Save' and 'Reset' buttons are circled.

To update your address information click on the **Address** link on the left navigation menu.

From this screen you can edit or add your work, home or shipping address.

To edit an address click on the **Edit** button located under the address you would like to modify.



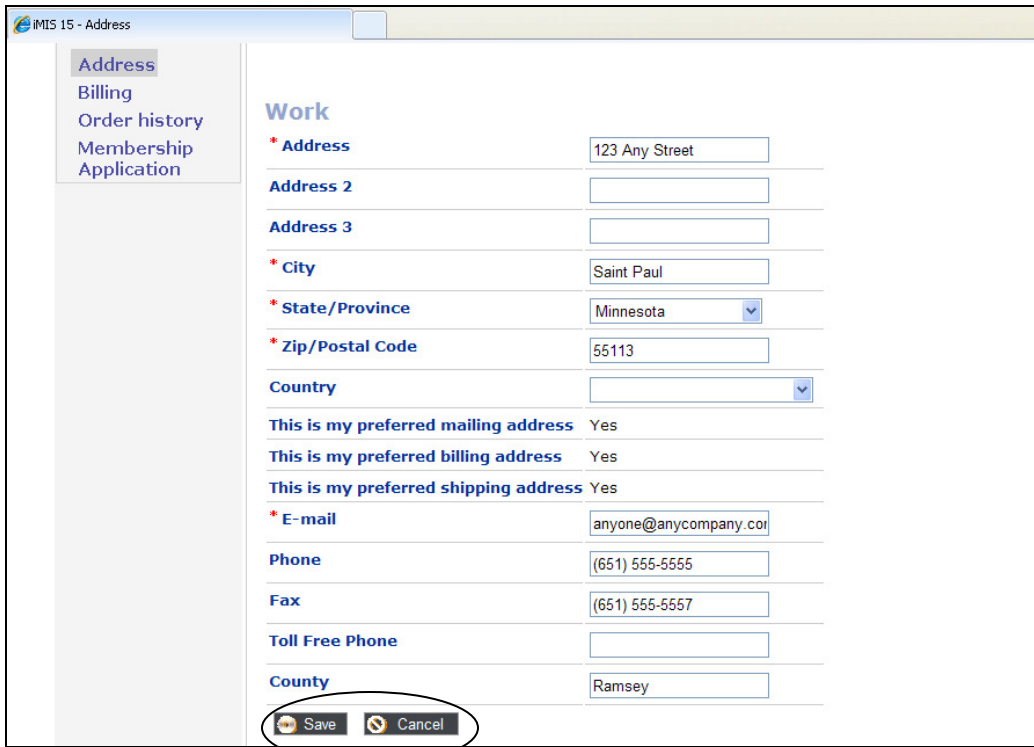
The screenshot shows the 'Address' information update page. The left navigation menu includes Summary, Personal, Address, Billing, Order history, Membership, and Application. The main content area displays a message 'Update your Address Info here.' and a heading 'Address'. Below this, there are several form fields: Work Address (123 Any Street), Address 2, Address 3, City (Saint Paul), State/Province (MN), Zip/Postal Code (55113), Country, This is my preferred mailing address (Yes), This is my preferred billing address (Yes), This is my preferred shipping address (Yes), E-mail (anyone@anycompany.com), Phone ((651) 555-5555), Fax ((651) 555-5557), Toll Free Phone, and County (Ramsey). At the bottom, the 'Edit' button is circled.

How to Update Your Name and Address Information

Now that you are in edit mode you can change the information in any of the below fields and then click on the **Save** button located at the bottom of the address you are editing.

After you click on the **Save** button a message will appear that states your personal information has been updated.

If you make a mistake prior to clicking on the Save button you can click on the **Cancel** button located at the bottom of the address you are editing and it will reset all of the fields to the original values.



The screenshot shows a web application window titled "iMIS 15 - Address". On the left is a navigation menu with links for "Address", "Billing", "Order history", "Membership", and "Application". The main content area is titled "Work" and contains a form with the following fields:

* Address	123 Any Street
Address 2	
Address 3	
* City	Saint Paul
* State/Province	Minnesota
* Zip/Postal Code	55113
Country	
This is my preferred mailing address	Yes
This is my preferred billing address	Yes
This is my preferred shipping address	Yes
* E-mail	anyone@anycompany.cor
Phone	(651) 555-5555
Fax	(651) 555-5557
Toll Free Phone	
County	Ramsey

At the bottom of the form, there are two buttons: "Save" and "Cancel". Both buttons are circled in red.

How to Update Your Name and Address Information

After clicking on the Save button you will be brought back to the original Address screen.

Work	
* Address	123 Any Street
Address 2	Suite 200
Address 3	
* City	Saint Paul
* State/Province	MN
* Zip/Postal Code	55113
Country	
This is my preferred mailing address	Yes
This is my preferred billing address	Yes
This is my preferred shipping address	Yes
* E-mail	anyone@anycompany.com
Phone	(651) 555-5555
Fax	(651) 555-5557
Toll Free Phone	
County	Ramsey

To get back to the main home page click the **Home** link located in the upper right navigation menu or click on the **Log off** link located in the upper right navigation menu if you are ready to exit the CESSE website.

Work	
* Address	123 Any Street
Address 2	Suite 200