How to Edit Your Agency Profile

Click on the Profile page to view your agency's General Details, Contacts, and DUNS/SAM info.

Click on "Edit General Details" button to edit any information under General Details such as, Agency name, address, and email.

A pop-up box will appear. Make changes where necessary and click on the "Save" button to keep changes.

To the right of the General Details, is the DUNS/SAM info. Click on the "Edit DUNS/SAM info" button to edit this information.

In the pop-up box enter the new DUNS number or SAM Expiration date and click "Save" to keep the changes.

Agency contacts are located at the bottom of the Profile page. Click on the "Add Contact" button to add a contact.

In the pop-up box enter the information for the new contact and click "Save".

If the Login ID is not found, you will need to create an account with that Login ID. See the Instructions for How to Create Individual Login ID's document for further directions.

To change the details of a contact, click on the contact's name.

In the pop-up box change the necessary information and click "Save". In this example the contact's last name and login ID has been changed.

Note: When the Login ID is changed, the contact will not be able to access the system until DOCR activates the new login ID.

Contents

[Add Contact]

Name	Login ID	Phone	Email	Role(s)
Test User1	cosmossite1	701-333-4444	jrwahl@nd.gov	-
Test User 2	test2 ⓘ	701-746-0405	test@nd.gov	Point of Contact
Test User 5	test2 ⓘ	701-746-0405	test@nd.gov	Fiscal Point of Contact Point of Contact Performance Reporting Point of Contact
Test User 4	test	701-746-0405	jrwahl@nd.gov	Fiscal Point of Contact