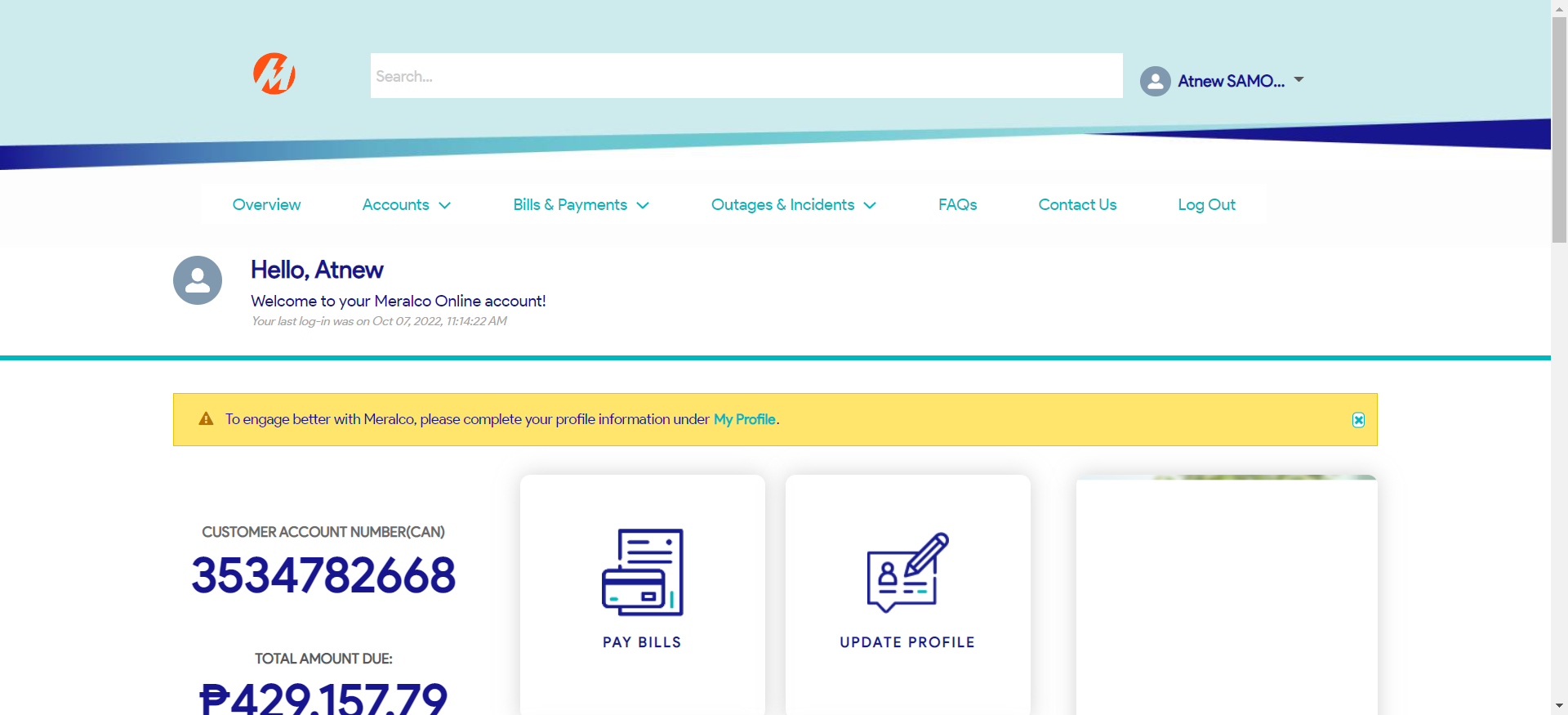
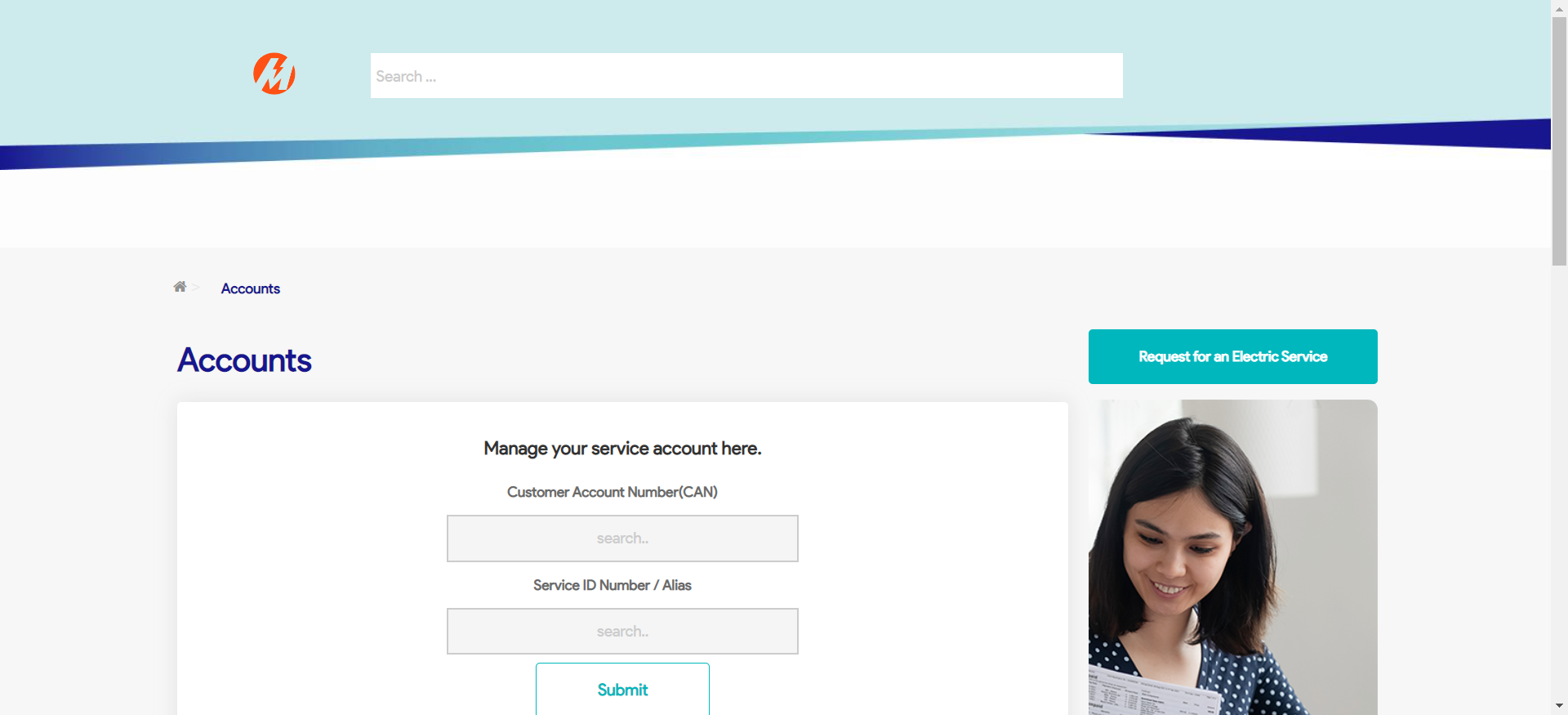
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| TS007 - Modification of Electric Service\_Business - Portal |

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| TC007\_Modification of Service\_Change in Contract Name |

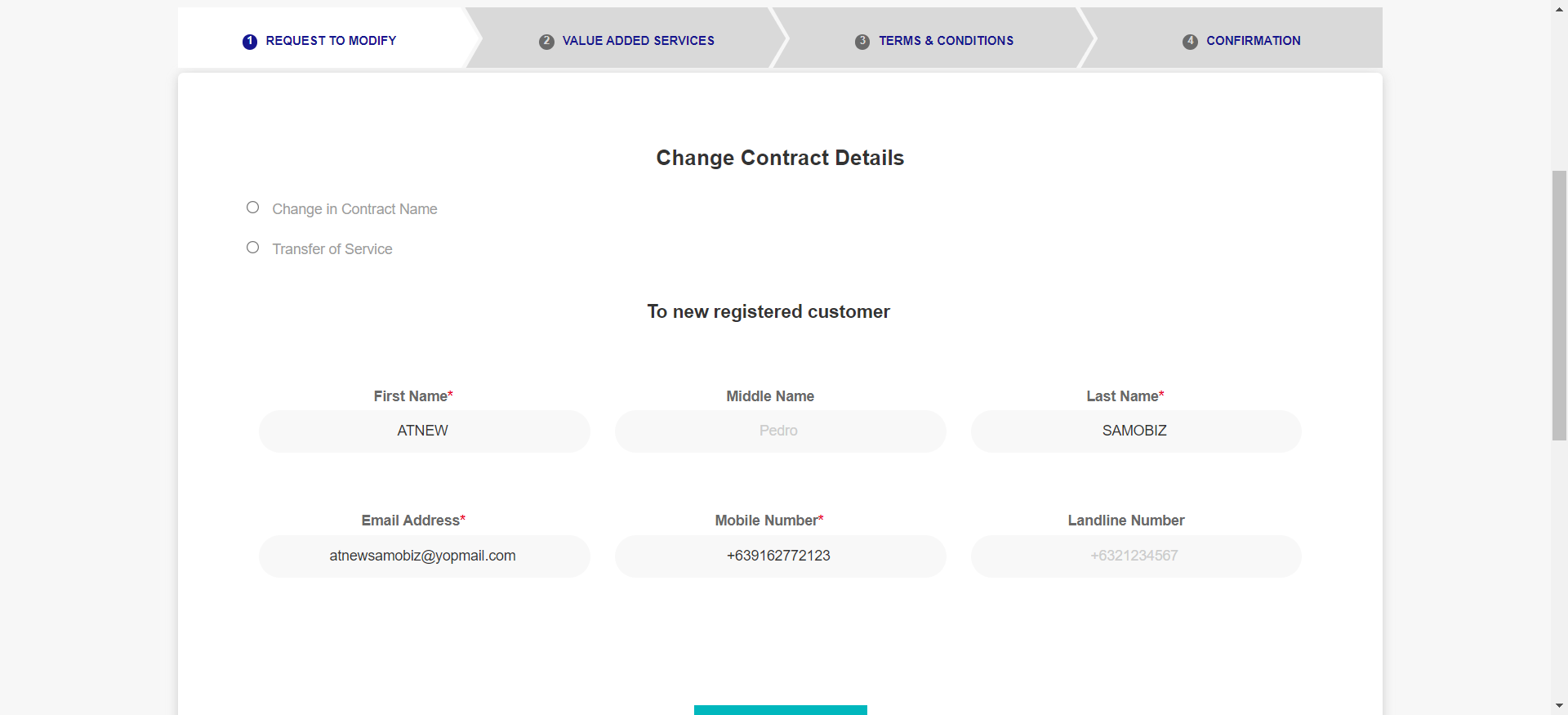
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| Step 1 - Login to Meralco Online |
| User should be logged in to Meralco Online |



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| Step 2 - Go to Accounts> Manage Accounts |
| Accounts page should be displayed |



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| Step 3 - Search then Select Account > Click Change Contract Details button |
| Request page for Change Contract Details should be displayed |



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| Step 4 - Select Change in Contract Name then populate the following fields: - Email - First Name - Middle Name (Optional) - Last Name - Email Address - Mobile Number - Telephone Number (Optional) Click Next |
| Value Added Services tab should be displayed |