How to update your details?

- <u>Step 1:</u>
  Click on "Edit Details" if you intend to update your personal details. Use this time to verify or update your details as you see fit.

Update Details

CPR Number *	Name *
987654321	TEST OWNER

Address 1	Address 2	Address 3
4545	5656	6776

Phone 1	Phone 2	Mobile Number	Email ID *
123	123	123	test@gmail.com

Choose file | a.png

Please ensure that all the data that you have entered is accurate before clicking submit

Submit

- <u>Step 2:</u>
  As you scroll down the Account page, you will be given a run down of your property details, and of the verification status of the documents that you have submitted. You can add a new property, or update the details of an existin property here.

Add Property Details

Unit Number	Title Deed	Plot Number

Plot Area	Built Up Area	Total Area

Rooms	Bathrooms	Car Park Slots

Please ensure that all the data that you have entered is accurate before clicking submit

Submit

- Step 3:
  You can click on the "Associated Documents" tab to view the documents that you have submitted. You can also choose to update your property documents here, if you wish to upload a new copy or have been requested to reupload after verification by the administrator.

Submit New Documents

(PLEASE NOTE: Acceptable file types are: PDF. Please ensure that the document is legible before uploading it. Images cannot be uploaded here.)

Document Name

Document Type ▾

Choose file   N...en   🗑

Upload Documents

Close   Submit Documents