**How to update your details?**

* + Step 1:

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.

A screenshot of a contact form

Description automatically generated

* + Step 2:

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.

A screenshot of a web page

Description automatically generated

* + 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.

