Passport Advantage Online – How to update contact info
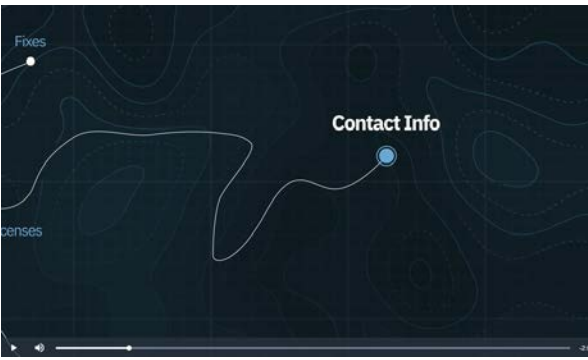
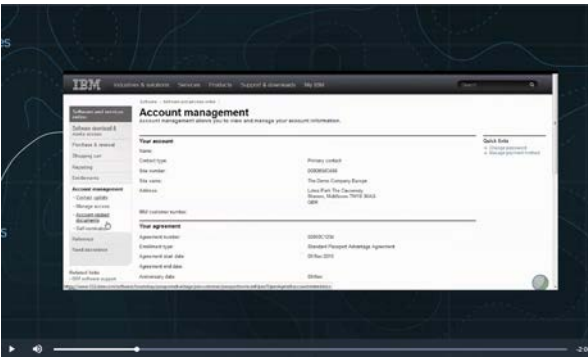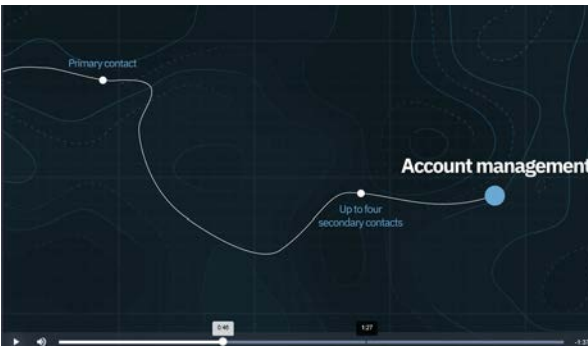| VO	VISUALS
Passport Advantage Online (PAO) provides secure access to the data and tools you need to manage and update	
Site specific contact information, entitlements and reports.	
Authorized users can also sign in to download software and fixes, purchase additional licenses and renew IBM Software Subscription and Support.	

Let's take a closer look at Contact info.	
Account management in Passport Advantage Online is where the Site's Primary and Secondary Contacts grant access privileges, assign user roles and manage contact information. Decisions made in this section ensure security and usability of your PAO site by controlling who can access the Site and what tasks they can perform.	
If you are the Primary Contact or a Secondary Contact with update privileges, 'Account management' should be your very first stop every time to sign in.	

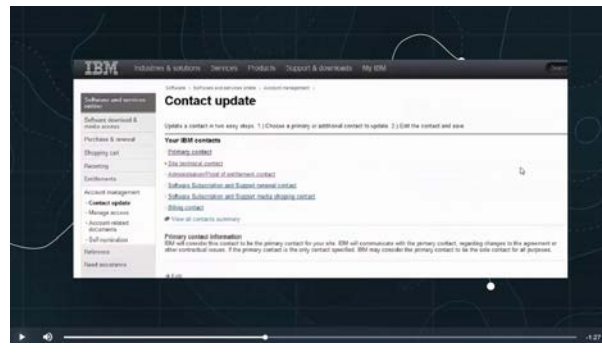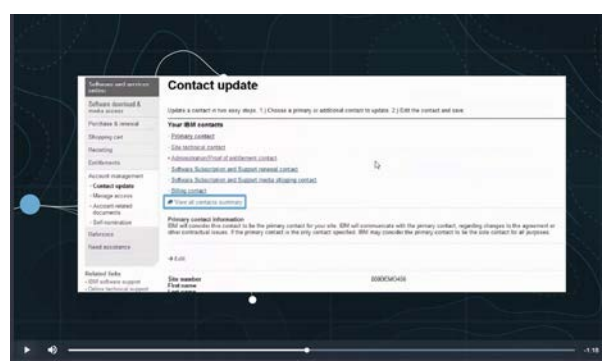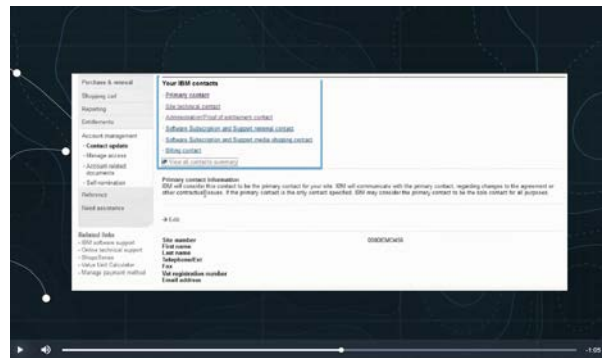|	
Within 'Account Management', you can complete several tasks.	
Let's examine "Contact updates'.	
In the 'Contact updates" section Primary and designated Secondary Contacts can view, edit and update user information.	Continue screen scroll
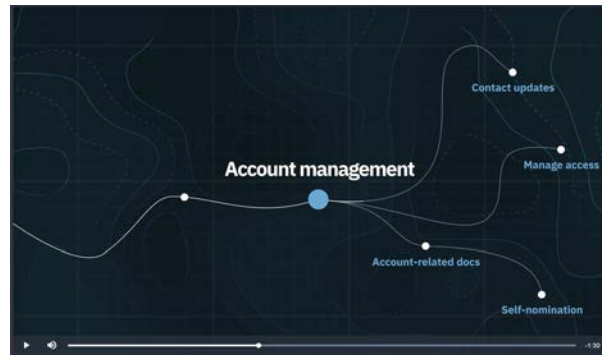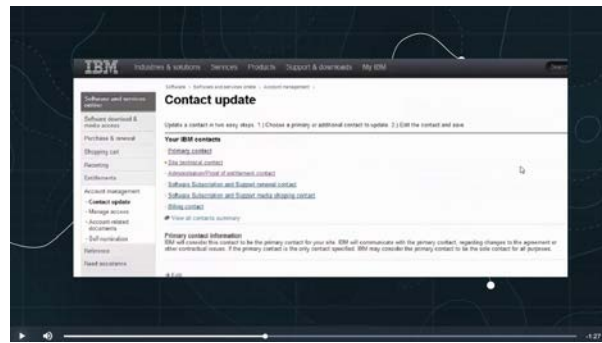
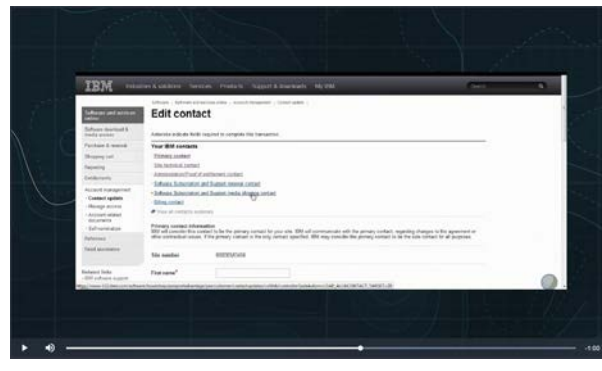|	
If you're new to this Site or the Primary Contact role, you may want to click the 'View all contacts summary' option.	
This allows you to scroll through different roles assigned to your Site.	*Highlight different roles down the page*
To make changes to your contacts, click the links in the 'Your IBM contacts' list. Begin with the Primary Contact information.	
As the Primary Contact, you are the only person authorized to make changes to your information. Make it a point to update your own information any time it is relevant. If your information is incorrect, it can affect everyone's access to your PAO Site.	

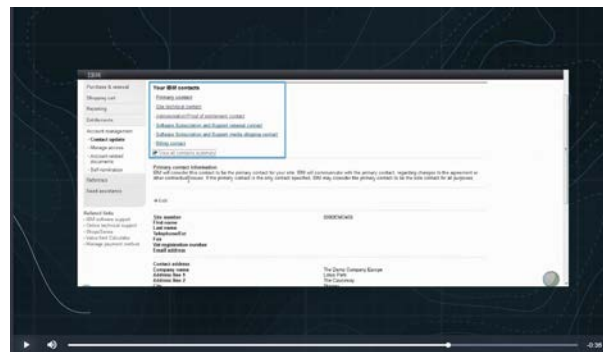| Once you've verified your contact info, you can apply updates to all or individual contacts. When you're done, click 'Save'.	 *Show them using the "apply information to other contacts" feature and clicking submit*
Continue to review and update any contacts on your site under the "Your IBM contacts" list. Select a user and click "edit." You must fill out all required fields marked with an asterisk. Updates only take effect when you click "save."	
Accurate contact information is essential to ensure the security and usability of your PAO site so you may want to set a calendar reminder each month to review this crucial information.	
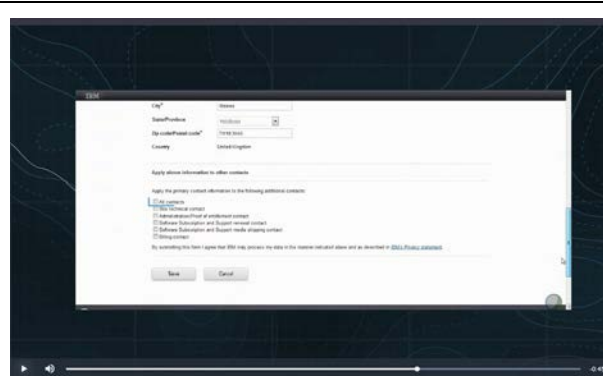
For more information on how to make the most of your PAO visit www.ibm.com/software/passportadvantage	