

UPDATING ACCOUNT

Purpose

Use this Quick Reference Guide to view the steps to learn how to update account information.

Note: The Account Owner and Store Manager can:

- Modify roles and change passwords of all User IDs with the same Sold-To
- Remove User IDs, if necessary

Steps

1. Start on the Whirlpool Portal **Home** page.

Whirlpool	PORTAL		• Weicome Tra	ade Partner
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Product Catalog P	rice & Availability Manage Orders	Reports & Resources		
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2. Click the **Welcome** link.





3. The My Profile page displays. Click the Account Management link.

My Profile		
Profile Information		
 Address Book 		
 Account Management 		

- Preferences
- 4. A new window opens with a list of menu items on the left side of the window. Click the **Update My Profile** link.





5. The **Profile Information** page displays. From this page, you can update any account information as necessary.

Please update your Personal Mobile Phone	Profile Information	
My Requests		
ت <u>س</u> 0 Items in Cart		
View Status	Personal Information	
My Accounts	Userld	
Change My Passwords	Full Name (First M. Last)	
Unlock My Accounts	First Name	
Request Access	Middle Initial (M.)	
Search	Last Name	
Enterprise Roles	Payroll Number	
Individual SAP Roles	Shared Secret	
Create New Contractor	Manager User ID	
EMEA Security Request Webform	Regional Employee Number	
My Activities		
My Approvals (To Do List)	Corporate Information	
Roles I Manage		
My Profile	Company	
Update My Profile	Personnel Area (DIV / Country)	
Update My Security Questions	Personnel Area (Sub Name)	
Review My Access	Organizational Unit	
Administration	Organization	
Manage People	Locale	
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