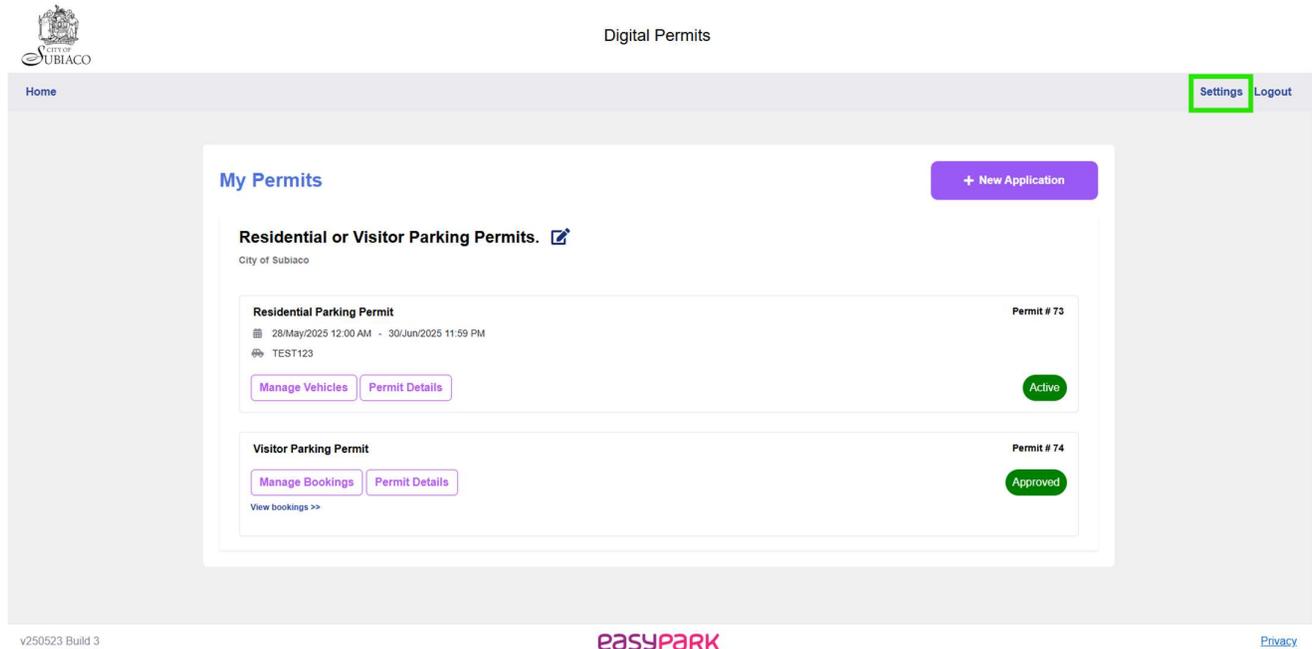


HOW TO UPDATE USER DETAILS

Instructions on how to update - Name of the account holder, Email address or Contact number

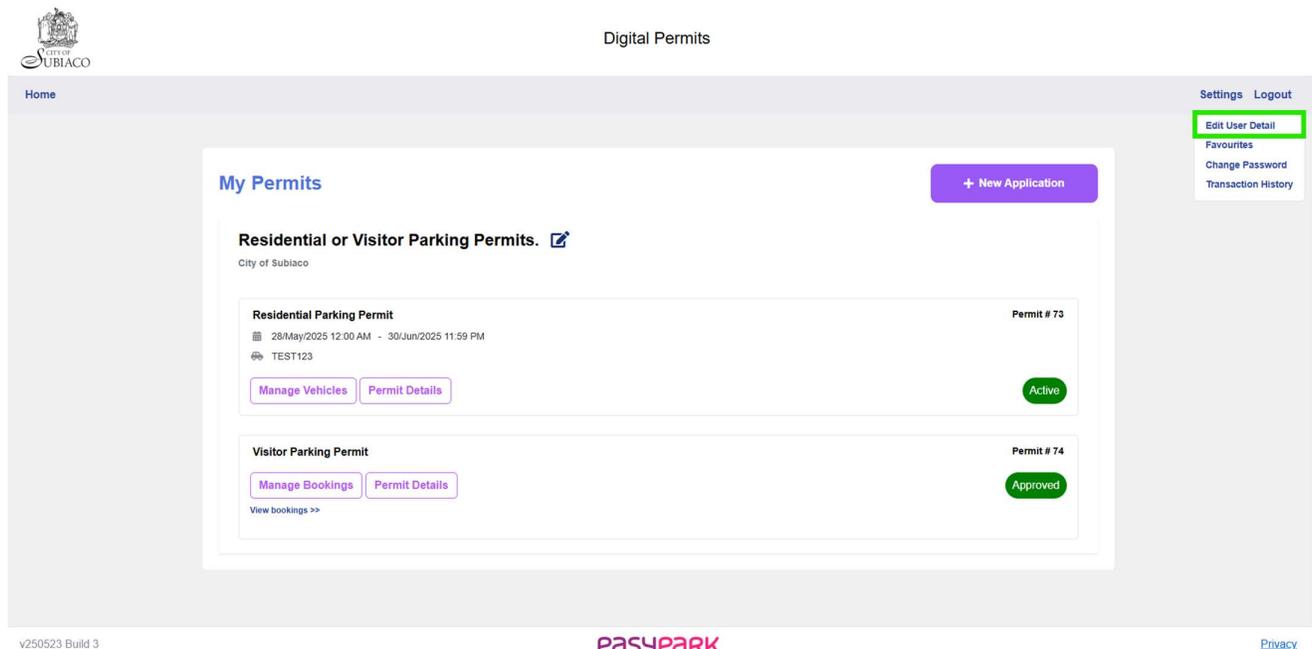
Log in to your Digital E-Permit account via <https://subiaco.wa.gov.au> using your email address as your username and enter password.

On the home page, click on **Settings**



The screenshot shows the 'Digital Permits' home page. At the top left is the City of Subiaco logo. The page title is 'Digital Permits'. In the top right corner, there are two links: 'Settings' (highlighted with a green box) and 'Logout'. The main content area is titled 'My Permits' and includes a '+ New Application' button. Below this, there is a section for 'Residential or Visitor Parking Permits.' with a link to edit. It lists two permits: 'Residential Parking Permit' (Permit # 73) and 'Visitor Parking Permit' (Permit # 74). Each permit has buttons for 'Manage Vehicles' or 'Manage Bookings' and 'Permit Details'. The Residential permit is 'Active' and the Visitor permit is 'Approved'. At the bottom, there is a footer with 'v250523 Build 3', the 'easypark' logo, and a 'Privacy' link.

and select **Edit User Detail**



This screenshot is identical to the previous one, but the 'Settings' button in the top right corner is expanded into a dropdown menu. The 'Edit User Detail' option is highlighted with a green box. Other options in the menu include 'Favourites', 'Change Password', and 'Transaction History'. The rest of the page content remains the same.

Edit the required fields, then click **Update**

The screenshot shows a web interface for 'Digital Permits'. At the top left is the 'CITY OF SUBLACO' logo. The page title is 'Digital Permits'. A navigation bar includes 'Home' and 'Settings Logout'. The main content area features a white box titled 'Edit User Details' with the following fields:

First Name *	test
Last Name *	test123
Email *	test@gmail.com
Contact Number	123456789

At the bottom of the form are two buttons: 'Cancel' and 'Update'. The 'Update' button is highlighted with a green rectangular border.

Page footer information includes 'v250523 Build 3' on the left, the 'easypark' logo in the center, and a 'Privacy' link on the right.

Please note: a confirmation email will be received to advise of any updates made in your account.