

# How to view and update your profile



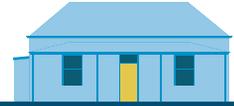
## Planning Online portal enquiries

Phone: +61 8 6551 8002 and select option "2"  
Email: [posupport@dplh.wa.gov.au](mailto:posupport@dplh.wa.gov.au)

# How to view and update your profile



## User Profile



### Viewing and updating your profile

01

Upon signing-in to your Planning Online account, click on the **drop-down** arrow under your username (top right of the page in the ribbon) and select **profile**.

**Note:** This function is available on all portal pages.



[Planning Online](#) / [User management](#)

### User management

**BHP Power** + Authorise user

[BHP Power](#)

[Cunderdin, Shire of](#)

**Service administrators**

Given name(s)	Family name ↑	Contact email
<a href="#">Daniel</a>	Sixsmith	<a href="mailto:daniel.sixsmith@djoh.wa.gov.au">daniel.sixsmith@djoh.wa.gov.au</a>

02

The **My Profile** page will open. Change your profile information including name as required.



[Planning Online](#) / [My Profile](#)

### My Profile

#### Your account information

Given name/s	Family name
<input type="text" value="Daniel"/>	<input type="text" value="Smith"/>
Login email	Organisation/company (optional)
<input type="text"/>	<input type="text"/>

#### Help

##### Contact phone (optional)

If a contact number is supplied, it will only be used if the matter is urgent, all other correspondence will occur via a contact email.

##### Login email

A login email is used only to login to the portal.

##### Contact email

A contact email is used for any correspondence from Planning Online. This email can be the same or different to a login email.

