

How to Change Your Personal Information

Once you have logged into your tax form account, you can manage/update your account information by completing the following steps:

- 1 Click "My Account."
- 2 Select the link for the information you want to update.
- 3 Update your information.
- 4 Click "Save."

When you have completed your updates, you may return to the home page of your account by clicking the Main Menu link in the left navigation bar.

The screenshot illustrates the process of updating personal information on the Tax Form Management website. It shows the main menu, the 'My Account' page, and the 'Edit Personal Information - Phone' dialog box.

Step 1: The user clicks on the "My Account" link in the left navigation bar.

Step 2: The user selects the "Phone" link under the "Personal Information" section.

Step 3: The user updates their phone number in the "Edit Personal Information - Phone" dialog box.

Step 4: The user clicks the "Save" button to confirm the changes.

The "Edit Personal Information - Phone" dialog box contains the following text:

View/Edit your Personal Information. When you are finished, click 'Save' at the bottom of the page.

To ensure your security, you are required to have at least one phone number without extension on file.

*Phone
Cell: 1-9999999999 Edit

+ Add another Phone Number

Buttons: Cancel, Save