
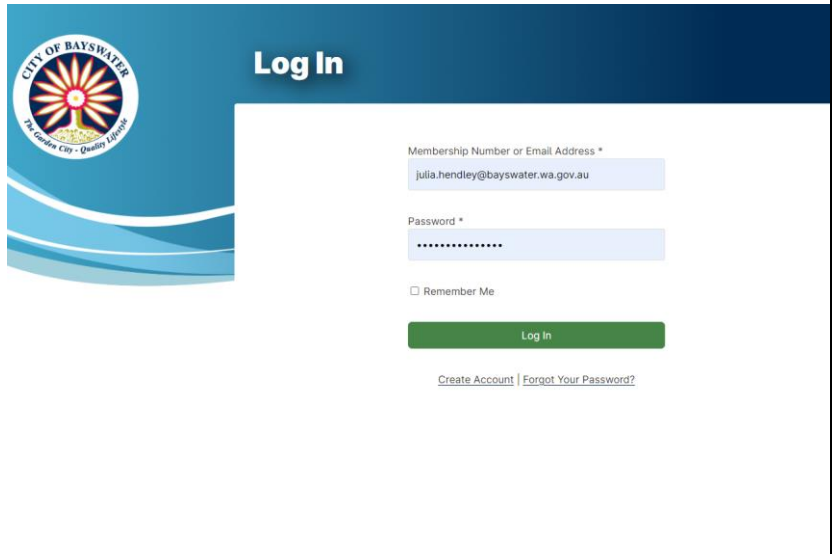
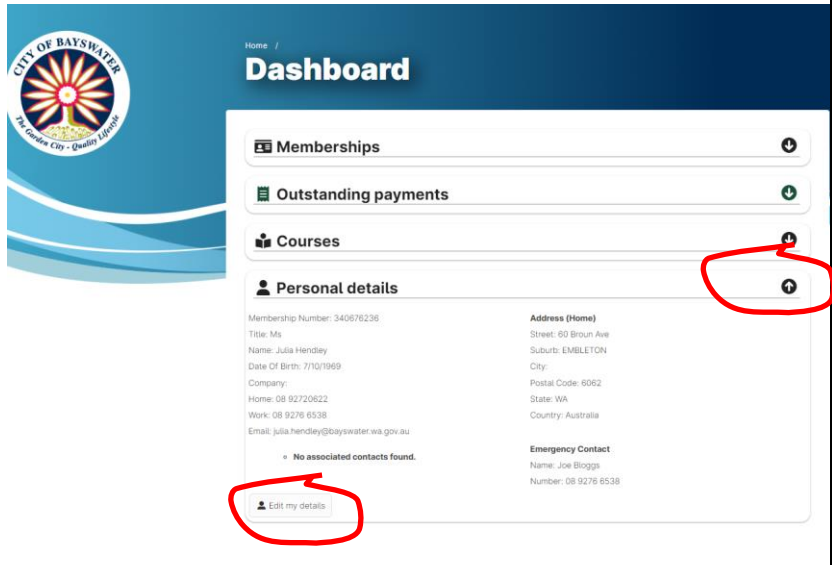
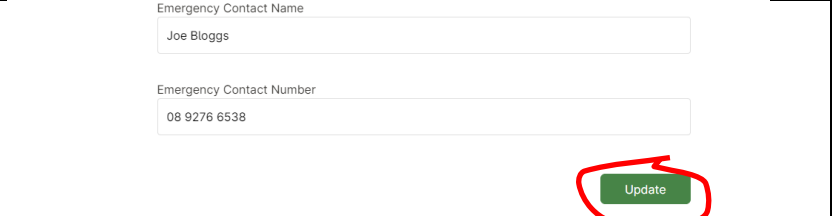
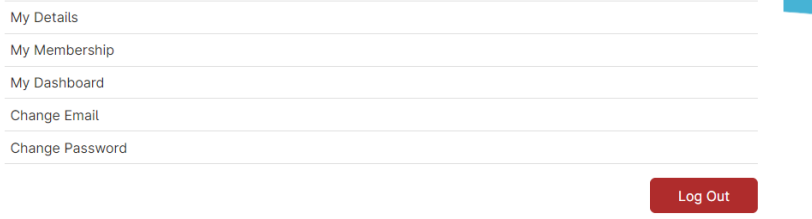




Customer Resource – Reviewing and Updating Details	Screen Image
<p>1 Navigate to the Phoenix portal using the link on your device or the URL - https://phoenix.bayswater.wa.gov.au</p>	
<p>2 When prompted login to the portal</p>	
<p>3 You should automatically be directed to the Dashboard. If not, select your name in the top right-hand corner and select Dashboard from the dropdown list.</p> <p>Your dashboard should look like the image provided.</p> <p>Click on the down arrow next to Personal Details and then click on Edit my details</p>	
<p>4 On the next form you can change the relevant details.</p> <p>Then scroll to the bottom of the screen and click on Update</p>	



5	<p>Details can also be modified in the My Account section.</p> <p>This section also allows you to:</p> <ul style="list-style-type: none">- View Membership details- Manage outstanding payments- Change email address- Change password	 <p>A screenshot of a user account menu. It lists five options: My Details, My Membership, My Dashboard, Change Email, and Change Password. Each option is followed by a horizontal line. A red 'Log Out' button is located in the bottom right corner of the menu area.</p>
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