

Update User Profile

Trade Single Window

Update User Profile

Electronic User Manual

1

Click the profile icon at the top right corner > “My Profile”

2

Click “Update”

3

Click “OK”

4

Edit “Email”

5

Click “Save And Submit”

6

Enter “Password”

7

Enter OTP received in the newly entered email

8

Click “OK”

9

Email is updated

10

Click “Update”

11

Click “OK”

12

Edit data that does not require approval (i.e. the data field label is not marked with #)

13

Click “Save and Submit”

14

Changes are applied

15

Click “Update”

16

Click “OK”

17

Edit data that requires approval (i.e. the data field label is marked with #)

18

Click “Save and Submit”

19

Enter Password

20

Click “OK”

21

Update is pending approval and not yet applied

22

Once approved, notification for successful update will be sent

23

If email is provided in the user profile, the notification is sent via email. Otherwise, the notification is sent via SMS

24

Please call The Office of Trade Single Window Operation by 2117 3348 if no notification is received within two working days

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