

Update Vendor Contact Information

Before We Begin

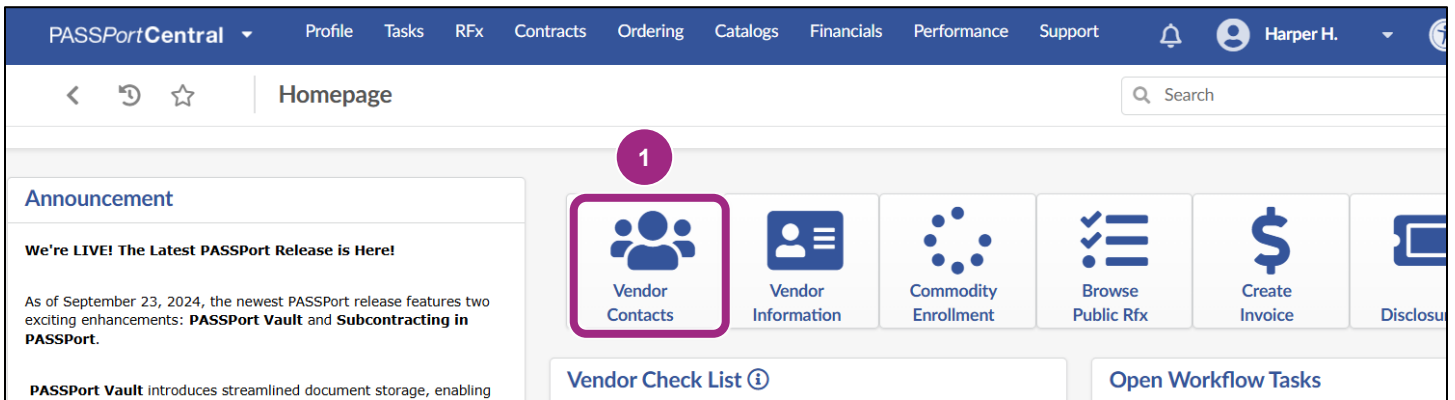
The steps in this guide can be completed by a user provisioned with the role:

- **Vendor Admin**

Follow the steps below to add additional contacts to your vendor profile or revise existing vendor contact information in PASSPort. Staff will need to have the Vendor Admin role to perform these updates.

1. [Log in to PASSPort.](#)

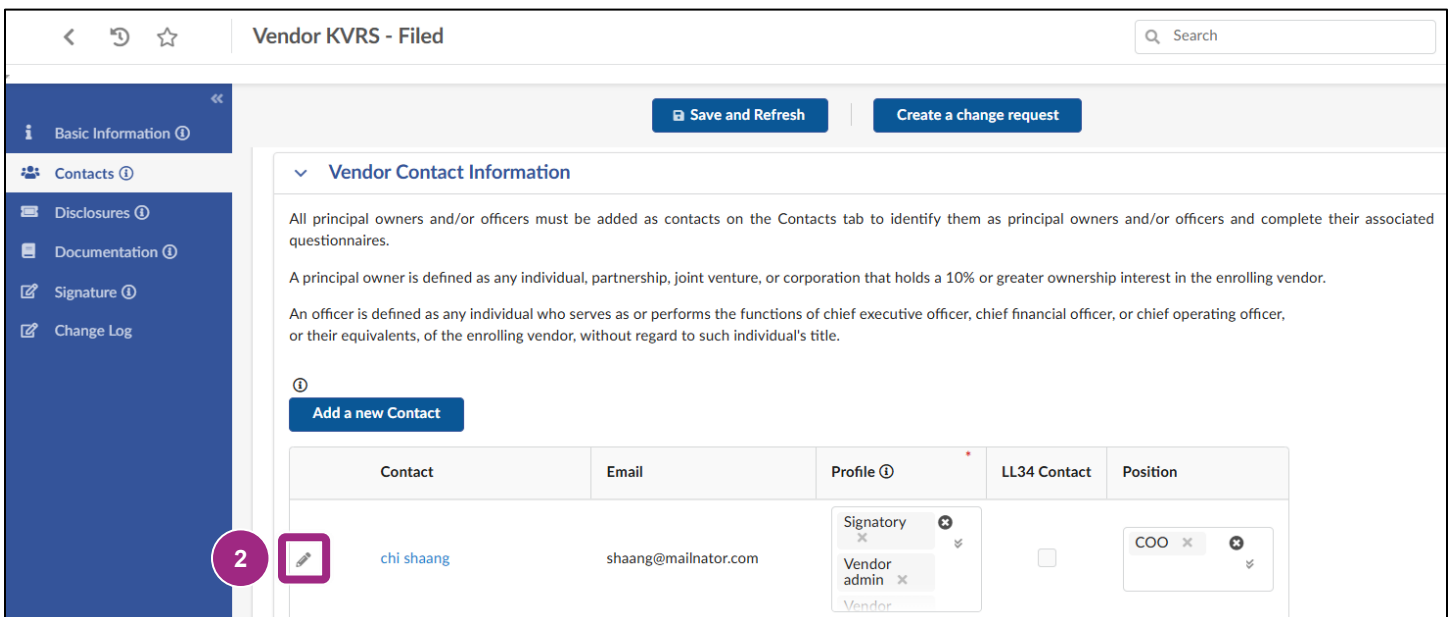
On the PASSPort Homepage, click the **Vendor Contacts** icon from the Quick Links window.



The Contacts tab of your Vendor Profile is displayed.

Contacts are displayed in a table within the Vendor Contact Information section.

2. To edit an existing contact, click the **pencil** icon to the left of the contact's name.



3. In the Contact Management window, make any necessary changes.

Then, click the **Save and Close** button.

Contact Management : shaang CHI

Save Close Save and Close 3

Identity

First Name* Last Name*

shaang chi

Email Title ⓘ

shaang@mailinator.com

Default Language Supplier

KVRS 891942481

LL34 Contact

Login

shaang2

Daily Working Time (hours)

Phone

Phone Number

9191919191

Photo

Click or Drag to add a picture

Last Connection

Last Connection

No available information

Important: If a contact has already logged into PASSPort using their own NYC.ID, that contact's email address **cannot** be changed. Instead, the Vendor Admin should add a new contact with the new email address and then delete the old contact. This will require the user to create a new NYC.ID with the new email address in order to login to PASSPort.

4. To add a new contact, see the [Add Users and Assign Roles](#) guide.

Note: Each contact must be assigned a user role to log in and perform actions in PASSPort. Review the Task Authorizations by User Role section of the [Add Users and Assign Roles](#) guide for detailed information on the tasks each user role is able to perform in PASSPort.