

Update Account Profile

Overview

This process describes how to update your profile and change your password on MyBuildingPermit.com.

Preparation/Requirements

This process requires a current customer account with MyBuildingPermit.com.

Instructions

1. Log in to MyBuildingPermit.com.
2. Click on the **My Profile** tab at the top of the page.

Property Owners and Professionals

1. On the *User Profile* page, update the address, contact information and password as required.
2. Click the **Update User Profile** button. The date that the account profile was last updated displays at the top of the page.

Licensed Contractors

1. Under *Account Info*, update the contact information and Password for the account.
2. Click **Update Account Info** button.
3. Click on *Company Profile* in the box on the left.
4. On the *Company Profile* page, update information on the associated company.
5. Click **Update Company Info** button.
6. Click on *State License* in the box on the left to view your state contractor license(s). Note that state licenses cannot be updated on MyBuildingPermit.com. To update state license information, contact the jurisdiction.
7. Click on *Jurisdiction License* in the box on the left.
8. Click the **Add Jurisdiction Business License** button to add a jurisdiction business license.
9. Click the **Save Jurisdiction Licenses** button.