# Verifying or Editing your Data

As a registered vendor, you can make changes to your vendor information.

Once you have logged into your account, you should see this screen.



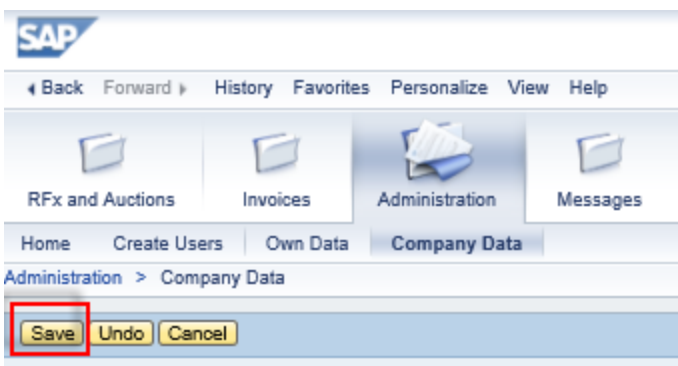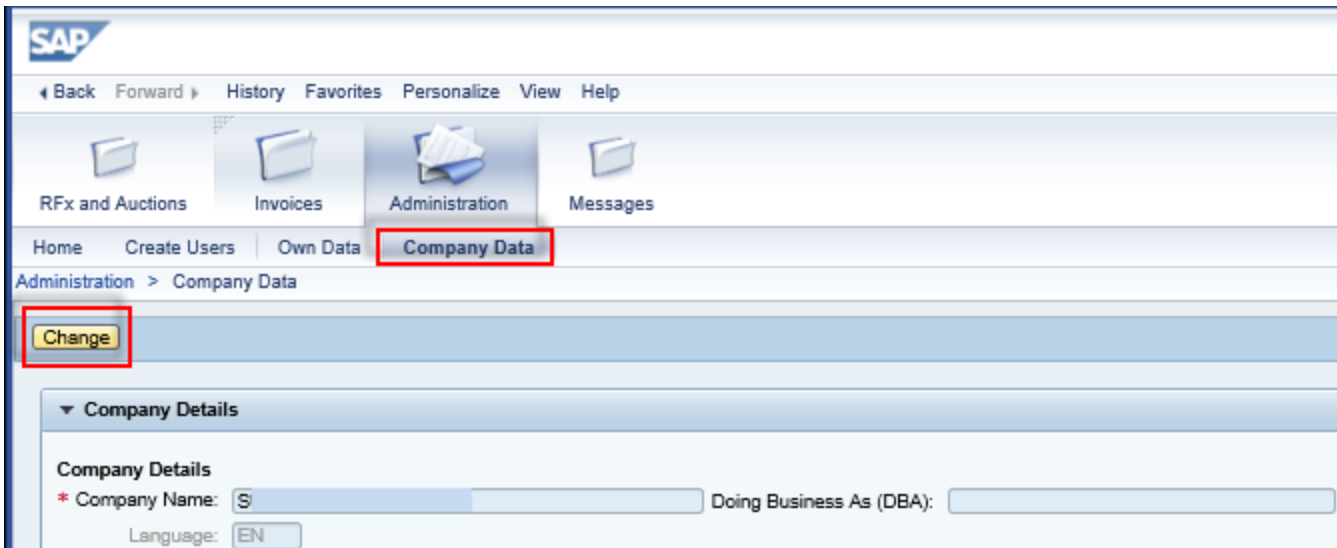If your screen does not look like this click on **Administration** tab and then click **Home**.

# Verifying or Editing Company data

Here you will see the data we have on file for your company.

Click on **Company Data**

Scroll through and verify the company data. If you see something in need of editing, just type over/edit the existing data and then click **Change**.





**Click** Save.

# To verify Product Category Codes



Click on **Show Selected Items**.

This will limit the list to the codes you selected. You may pick new codes by marking/checking the check box and selecting The Change button at the upper left (see next image below).

# To Verify or Edit Own Data

(Own data is the data for the person who is logged in)



Type any change you may have, then click **Process**.