

## EDITING YOUR PERSONAL OR COMPANY PROFILE

Once you have successfully created your STARS account, there may be an instance where some of your personal or company information may have changed, such as a phone or fax number, email address, or maybe even your company contact person. The following tutorial will show you how to make these changes in STARS.

1. Log into your STARS account by going to the CalRoute webpage at <https://calroute.dot.ca.gov>
2. Once logged into STARS, click on the **My Profile** link in the upper right hand portion of the page to make changes to your profile.



3. You will now be able to make changes to your phone number, fax number, and/or email address from this page.

### Edit User Profile

All fields are required.\*

Username:	<input type="text" value="trainingmodule"/>
First Name:	<input type="text" value="Instructor"/>
Last Name:	<input type="text" value="Stars"/>
Address:	<input type="text" value="123 Fake Address"/>
City:	<input type="text" value="Sacramento"/>
State:	<input type="text" value="CA"/>
ZIP Code:	<input type="text" value="12345"/>
Email:	<input type="text" value="s140798@dot.ca.gov"/>
Phone:	<input type="text" value="(123) 123-1234"/>
Fax:	<input type="text" value="(123) 123-1234"/>

4. Click **Update** to save your changes to your user profile.

- To make changes to your Company Profile, you must be logged in as a Permit Service Admin. From the menu located on the left hand side of the screen, under **Manage**, click on **Company Profile**.



- From the **Edit Company Details** page, you can make changes to your company's address, phone or fax number, as well as let you designate a contact person for your company from your list of agents.

### Edit Company Details

All fields are required.

Company Name:	<input type="text" value="Training Company"/>
Physical Address:	<input type="text" value="123 Fake Address"/>
Physical City:	<input type="text" value="Sacramento"/>
Physical State:	<input type="text" value="CA"/>
Physical ZIP Code:	<input type="text" value="12345"/>
Mailing Address:	<input type="text"/>
Mailing City:	<input type="text"/>
Mailing State:	<input type="text" value="AB"/>
Mailing ZIP Code:	<input type="text"/>
Phone:	<input type="text" value="(123) 123-1234"/>
Fax:	<input type="text" value="(123) 123-1234"/>
Contact Person:	<input type="text" value="Instructor Stars"/>
<input type="button" value="Update"/>	

- Click **Update** to save your changes to your company profile.