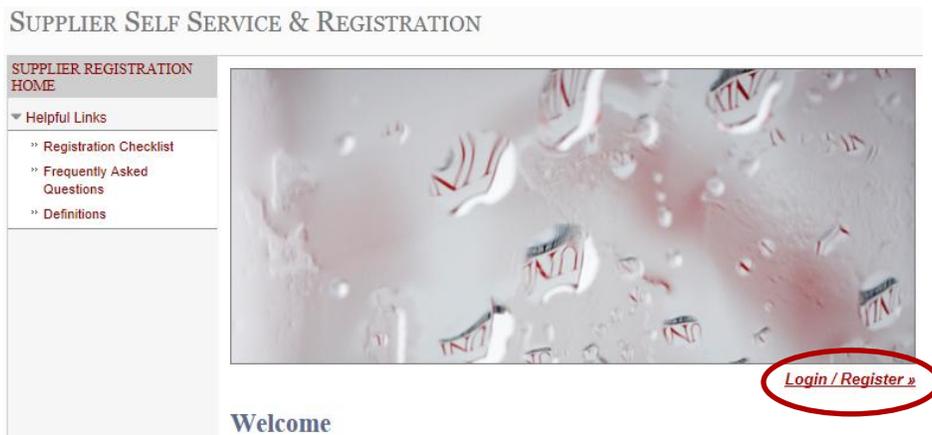


Supplier Registration

How To: Update Your Profile

Before you can update your website profile information, you must first have a website login.

1. Visit the UNLV Supplier Self Service & Registration Website:
<https://supplierregistration.purchasing.unlv.edu/>
2. Click the [Login / Register] link under the picture



3. Log in using your website login credentials
4. Click the [Update My Information] link under the “My Website Profile” heading in the left hand menu



5. Make the changes you want to your website profile information, then click the [Update Profile] button

Update My Information

[Logout »](#)

My Website Profile

First Name
Fake

Last Name
Email

Phone Number
702-123-4567

Fax Number

Receive Emails
Administrators will automatically get emails

6. A block of text will appear below the [Update Profile] button letting you know that you've changed your profile