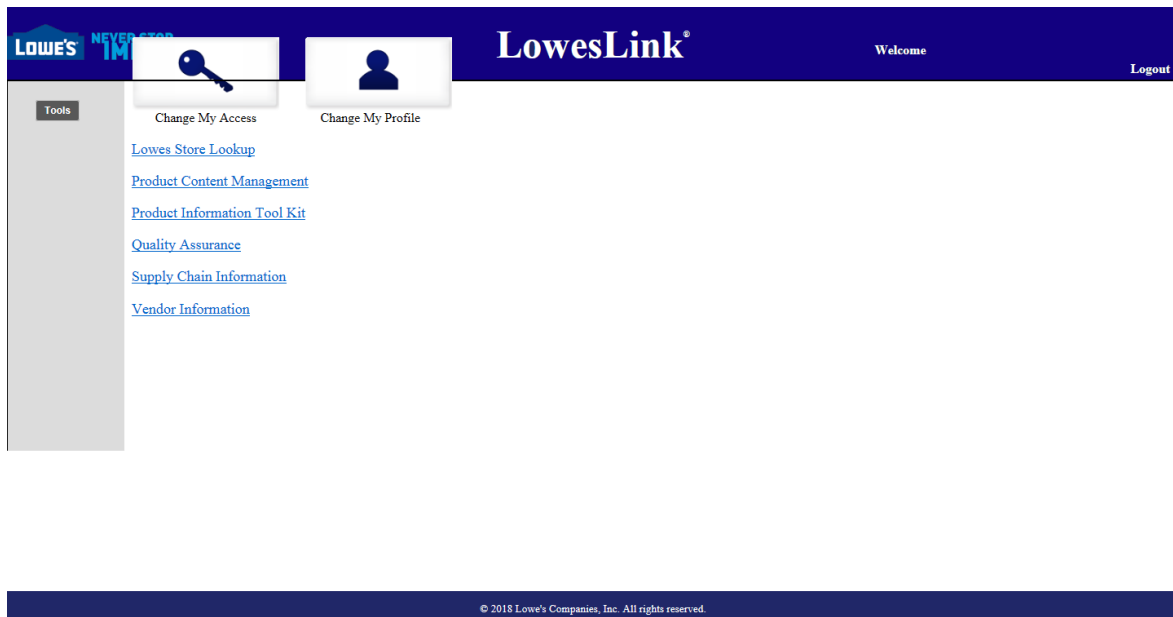


## Change My Profile

Lowe's allows for certain information to be changed on a LowesLink® profile. **NOTE:** Due to the association of the Username/User ID in our system the **Last Name** cannot be changed on **ANY** LowesLink® profile.

Once you have successfully logged in, the screen will look like:



Click **Change My Profile**



The screen will look like:

**NOTE:** Only fields with the \* can be updated.

**LOWE'S** NEVER STOP IMPROVING LowesLink®

Vendor Portal Self Modification: Vendor Self Modification Profile

\* = Required  
Modify LowesLink® User Information

Please complete form fields below.

**Contact Information**

First Name  MI   
Last Name

\*Phone  Ext   
Fax

\*Email   
\*Confirm Email

**Password Question & Answer**

**Note:** Specify unique questions and answers below. Answers may not contain part of the question.

\*Question 1   
\*Answer 1

\*Question 2   
\*Answer 2

\*Question 3   
\*Answer 3

\*Question 4   
**Note:** Specify Unique Question Above  
\*Answer 4

[Submit](#)

To change the phone number on your profile, click in the **Phone** number field and update the number.

Old:

**LOWE'S** NEVER STOP IMPROVING LowesLink®

Vendor Portal Self Modification: Vendor Self Modification Profile

\* = Required  
Modify LowesLink® User Information

Please complete form fields below.

**Contact Information**

First Name  MI   
Last Name

\*Phone  Ext   
Fax

\*Email   
\*Confirm Email

Revised March 2018

This number can be entered without any spaces or dashes.

New:

LOWE'S NEVER STOP IMPROVING LowesLink®

Vendor Portal Self Modification: Vendor Self Modification Profile

• = Required  
Modify LowesLink® User Information

Please complete form fields below.

Contact Information

First Name  MI   
Last Name

• Phone  Ext   
Fax

• Email   
• Confirm Email

Once the phone number has been updated, click **Submit**.

To change the **Email** address on your profile, click in the Email field and update the email address.

Old:

LOWE'S NEVER STOP IMPROVING LowesLink®

Vendor Portal Self Modification: Vendor Self Modification Profile

• = Required  
Modify LowesLink® User Information

Please complete form fields below.

Contact Information

First Name  MI   
Last Name

• Phone  Ext   
Fax

• Email   
• Confirm Email

You must **Confirm** the email address

New:

The screenshot shows the 'Vendor Portal Self Modification: Vendor Self Modification Profile' page. At the top, there is a header with the Lowe's logo and 'NEVER STOP IMPROVING' slogan, followed by 'Lowe'sLink®'. Below the header, the page title is 'Vendor Portal Self Modification: Vendor Self Modification Profile'. A legend indicates that a red asterisk (\*) denotes a required field. The main heading is 'Modify Lowe'sLink® User Information'. A sub-heading reads 'Please complete form fields below.' The form section is titled 'Contact Information' and contains the following fields: 'First Name' (Jane), 'Last Name' (Doe), 'MI' (M), 'Phone' (3361238910), 'Ext' (empty), 'Fax' (empty), 'Email' (Jane.M.Doe@lowes.com), and 'Confirm Email' (Jane.M.Doe@lowes.com). Red arrows point to the 'Email' and 'Confirm Email' fields, highlighting that they must be identical.

Once the email address has been updated and confirmed, click **Submit**.

To change your Password Questions & Answers click on the drop down box to select new questions.

**Security answers are case sensitive!** **NOTE:** Question 4 will be a question and answer you create.

Make sure you select a question/answer you will remember. The questions/answers should not contain any special characters. Click **Submit** to save changes.

The screenshot shows the 'Password Question & Answer' form. A note at the top states: 'Note: Specify unique questions and answers below. Answers may not contain part of the question.' The form contains four question-answer pairs: Question 1 (Favorite animal: turtle), Question 2 (Favorite color: blue), Question 3 (Name of your first pet: radar), and Question 4 (Year born: 1977). A note below Question 4 reads: 'Note: Specify Unique Question Above'.

In the examples below we will demonstrate how to change all questions/answers.

**Question 1**, click on the drop down box and select a Question and then type in the Answer

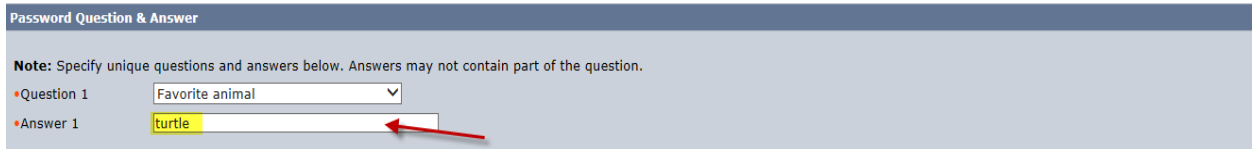
Old:

Password Question & Answer

**Note:** Specify unique questions and answers below. Answers may not contain part of the question.

• Question 1

• Answer 1



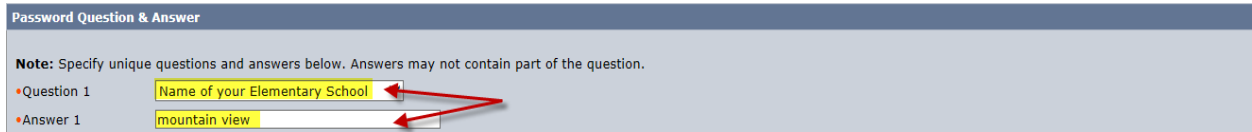
New:

Password Question & Answer

**Note:** Specify unique questions and answers below. Answers may not contain part of the question.

• Question 1

• Answer 1

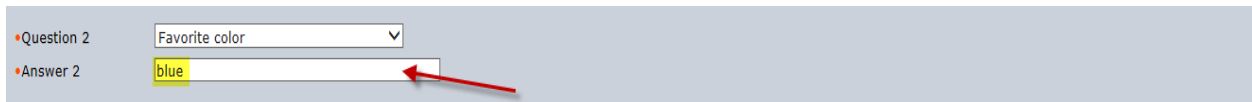


**Question 2**, click on the drop down box and select a Question and then type in the Answer

Old:

• Question 2

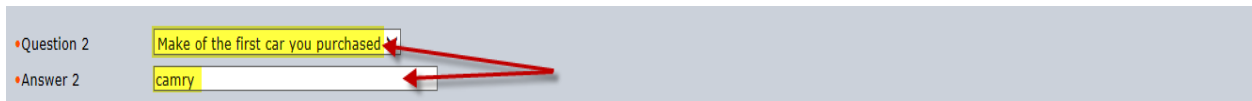
• Answer 2



New:

• Question 2

• Answer 2



**Question 3**, click on the drop down box and select a Question and then type in the Answer

Old:

• Question 3

• Answer 3



New:

• Question 3

• Answer 3



Question 4, you will create - type in your own Question and then type in the Answer

Old

• Question 4   
**Note:** Specify Unique Question Above  
• Answer 4

New:

• Question 4   
**Note:** Specify Unique Question Above  
• Answer 4

Click **Submit** to save the changes

After submitting the changes, below is a screen print representing all changes made to the profile from the above examples:

**LOWE'S** NEVER STOP IMPROVING **LowesLink®**  
Vendor Portal Self Modification: Vendor Self Modification Profile

• = Required  
Modify LowesLink® User Information

Please complete form fields below.

**Contact Information**

First Name  MI   
Last Name   
• Phone  Ext   
Fax   
• Email   
• Confirm Email

**Password Question & Answer**

**Note:** Specify unique questions and answers below. Answers may not contain part of the question.

• Question 1    
• Answer 1   
• Question 2    
• Answer 2   
• Question 3    
• Answer 3   
• Question 4   
**Note:** Specify Unique Question Above  
• Answer 4