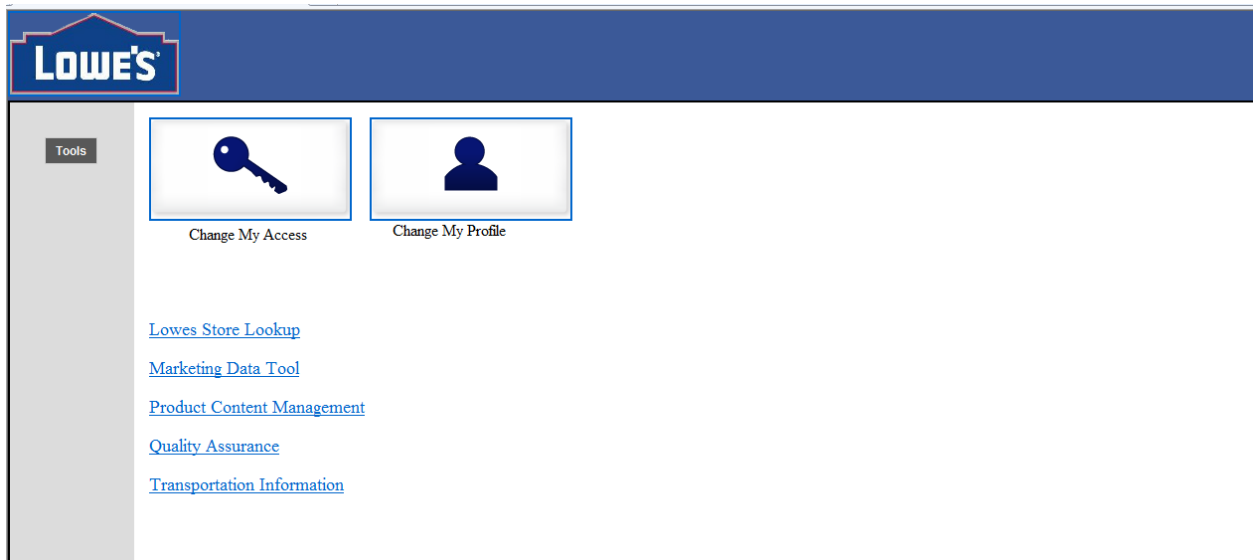


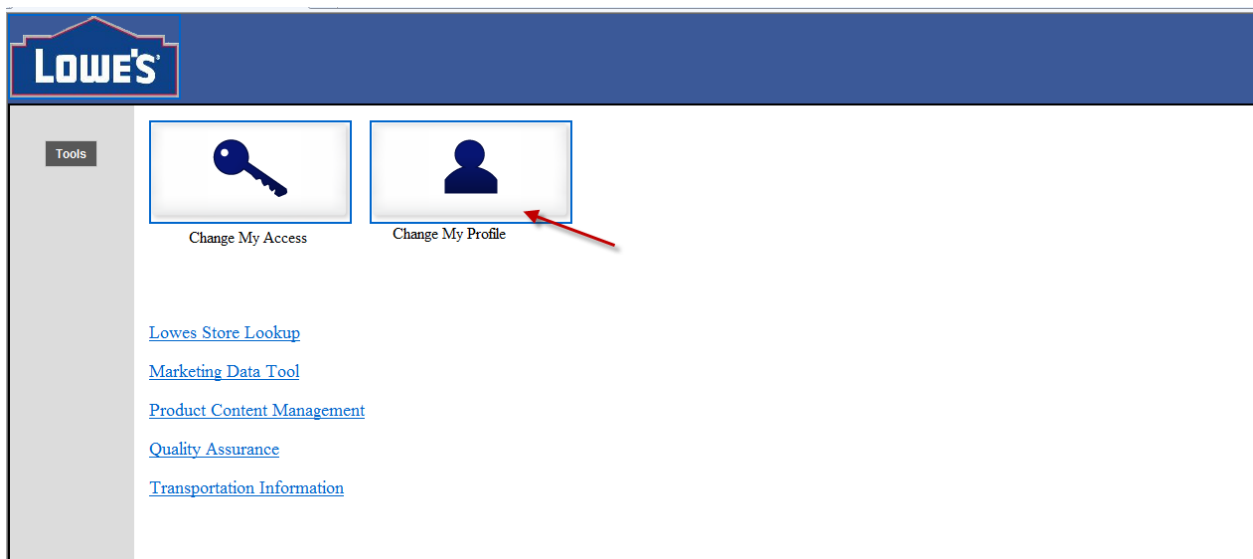
Change My Profile

Lowe's allows for certain information to be changed on a LowesLink® profile. **NOTE:** Due to the association of the Username in our system the **Company Name** and **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 **Lowe'sLink®**

Vendor Portal Self Modification: Vendor Self Modification Profile

* = Required

Modify Lowe'sLink® 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

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

Old:

Please complete form fields below.

Contact Information

First Name MI

Last Name

*Phone Ext

Fax

*Email

*Confirm Email

A red arrow points to the phone number field.

This number can be entered without any spaces or dashes.

New:

Please complete form fields below.

Contact Information			
First Name	Julie	MI	<input type="checkbox"/>
Last Name	Roberson		
•Phone	3368535937	Ext	<input type="text"/>
Fax	<input type="text"/>		
•Email	Julie.B.Roberson@Lowe.com		
•Confirm Email	<input type="text"/>		

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:

Contact Information			
First Name	Julie	MI	<input type="checkbox"/>
Last Name	Roberson		
•Phone	3368535937	Ext	<input type="text"/>
Fax	<input type="text"/>		
•Email	Julie.B.Roberson@Lowe.com		
•Confirm Email	<input type="text"/>		

You must Confirm the email address

New:

The screenshot shows the 'Contact Information' section of a Lowe's account update form. At the top left is the Lowe's logo with the tagline 'NEVER STOP IMPROVING' and 'Lowe'sLink@'. Below the logo is the instruction 'Please complete form fields below.' The form fields are: First Name (Julie), Last Name (Roberson), Phone (3368535937), Fax (empty), Email (WigglesPup1@Lowe's.com), and Confirm Email (WigglesPup1@Lowe's.com). Two red arrows point from the 'Email' field to the 'Confirm Email' field, indicating that the email address must be confirmed.

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.

NOTE: Question 4 will be a question and answer that is made up by you. 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' section of the form. It includes a note: 'Specify unique questions and answers below. Answers may not contain part of the question.' There are four question-answer pairs: Question 1 (Favorite animal) with answer Turtle; Question 2 (Favorite color) with answer Blue; Question 3 (Name of your first pet) with answer Brownie; and Question 4 (Year born) with answer 1977. A note below Question 4 says 'Specify Unique Question Above'. A blue 'Submit' button is located at the bottom right of the form.

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:

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:

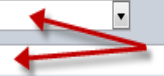
• Question 3 

• Answer 3



New:


•Question 3	City of birth	<input type="text"/>
•Answer 3	North Wilkesboro	<input type="text"/>



Question 4, type in your own question and then type in the Answer


Old

•Question 4	Year born	<input type="text"/>
Note: Specify Unique Question Above		
•Answer 4	1977	<input type="text"/>



New:

•Question 4	Favorite Band	<input type="text"/>
Note: Specify Unique Question Above		
•Answer 4	Motley Crue	<input type="text"/>



Click **Submit** to save the changes


Password Question & Answer

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

•Question 1	Street you grew up on	<input type="text"/>
•Answer 1	Saint Clair Road	<input type="text"/>
•Question 2	Mother's maiden name	<input type="text"/>
•Answer 2	Adams	<input type="text"/>
•Question 3	City of birth	<input type="text"/>
•Answer 3	North Wilkesboro	<input type="text"/>
•Question 4	Favorite Band	<input type="text"/>
Note: Specify Unique Question Above		
•Answer 4	Motley Crue	<input type="text"/>

Submit

Here is a screen print of all changes made to the profile

**NEVER STOP IMPROVING** Lowe'sLink®

Vendor Portal Self Modification: Vendor Self Modification Profile

• = Required
Modify Lowest link® 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