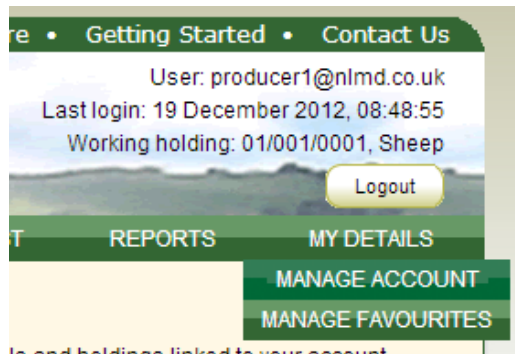


How To Change Your Details

You can change your details, like name and address when ever you are logged into NLMD-LT.



After logging into to NLMD-LT, under the “My Details” menu option, select “Manage Account”.

This will open the account management page, from the top select the “Contact Details” tab which will display a form where you can update your details.

A screenshot of the 'My Account' page. The page title is 'My Account'. Below the title, a subtitle reads: 'This page allows you to update various account settings such as your contract details, login details and holdings linked to your account.' There are four tabs: 'Contact Details' (selected), 'Email / Password', 'Role / Subscriptions', and 'Holdings'. The 'Contact Details' tab contains the following form fields:

- Your Name & Address**
 - Title:
 - First Name*:
 - Last Name*:
 - Property/Company Name:
 - Address 1*:
 - Address 2:
 - Town*:
 - County*:
 - Postcode*:
- Contact Details**
 - Telephone Number*:
 - Mobile:

At the bottom right of the form, there are two buttons: 'Save Changes' and 'Cancel Changes'.

When you have updated your details, click on the “Save Changes” button to save them.