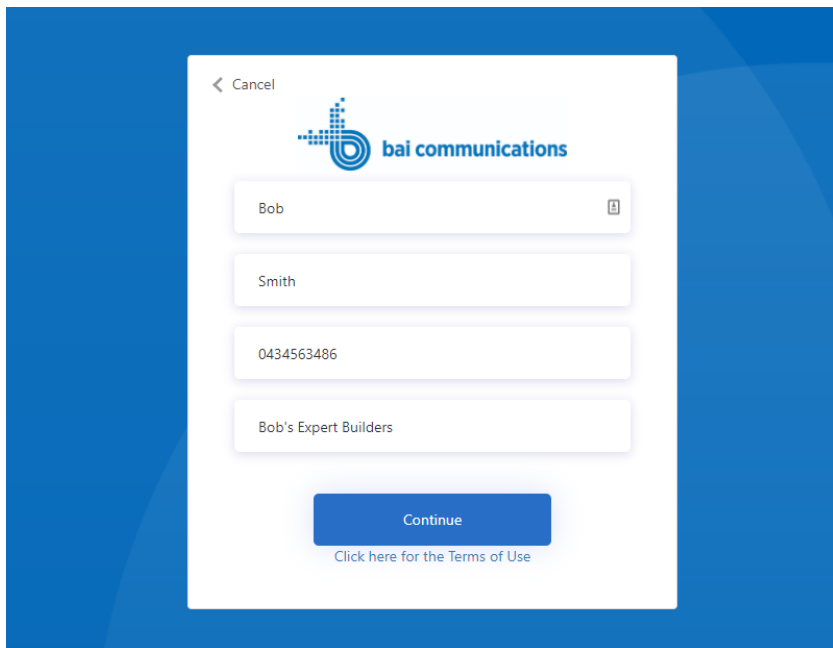


## Updating your profile details

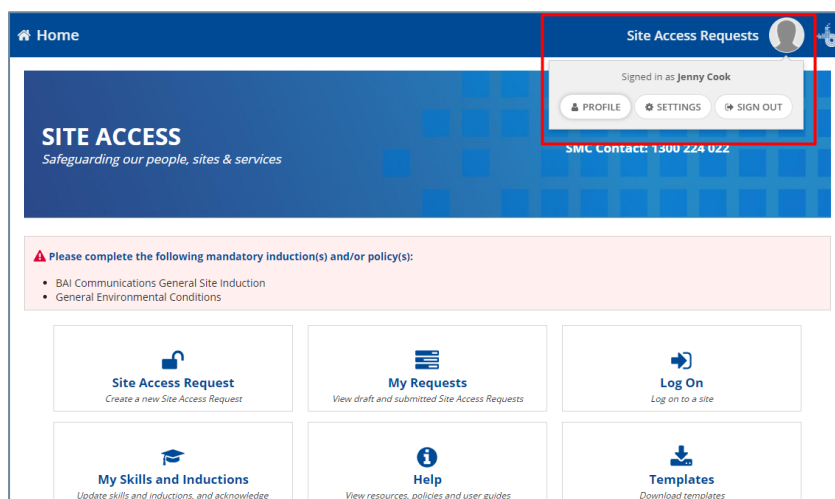
If you need to update your name, phone number or business name:

- Go to <https://siteaccessprofile.baicomunications.com>
- Log in with the account you previously used to register with the Site Access Application.



A screenshot of the 'bai communications' profile update form. The form is white with a blue header containing the 'bai communications' logo and a 'Cancel' link. Below the logo are four input fields: 'Bob', 'Smith', '0434563486', and 'Bob's Expert Builders'. A blue 'Continue' button is at the bottom, with a link 'Click here for the Terms of Use' below it.

- Review your details and update your first name, last name, mobile or company name.
- Select **Continue**.
- Sign out of the Site Access Application and sign back in again for the changes to take effect.



A screenshot of the 'Site Access Requests' application home page. The page has a blue header with a 'Home' icon and 'Site Access Requests' text. Below the header, it says 'Signed in as Jenny Cook' and 'SMC Contact: 1300 224 022'. A red box highlights the user profile area, which includes a profile icon and three buttons: 'PROFILE', 'SETTINGS', and 'SIGN OUT'. Below this, there is a warning message: 'Please complete the following mandatory induction(s) and/or policy(s):' with a list of two items: 'BAI Communications General Site Induction' and 'General Environmental Conditions'. At the bottom, there are six tiles: 'Site Access Request' (Create a new Site Access Request), 'My Requests' (View draft and submitted Site Access Requests), 'Log On' (Log on to a site), 'My Skills and Inductions' (Update skills and inductions, and acknowledge), 'Help' (View resources, policies and user guides), and 'Templates' (Download templates).

To validate that your details have been successfully updated, select your profile from the home page in the application.

## Tips and Additional Information

- Once registered it is **not possible** for you to update your email address as it is also your username and therefore your unique identifier.
- If you have registered with the wrong email address the only way to correct this is to re-register with the correct one. Any prequalification steps that were completed under the wrong account will need to be completed again under the new account.
- Please notify your BAI representative if you registered with an account that you would like disabled.