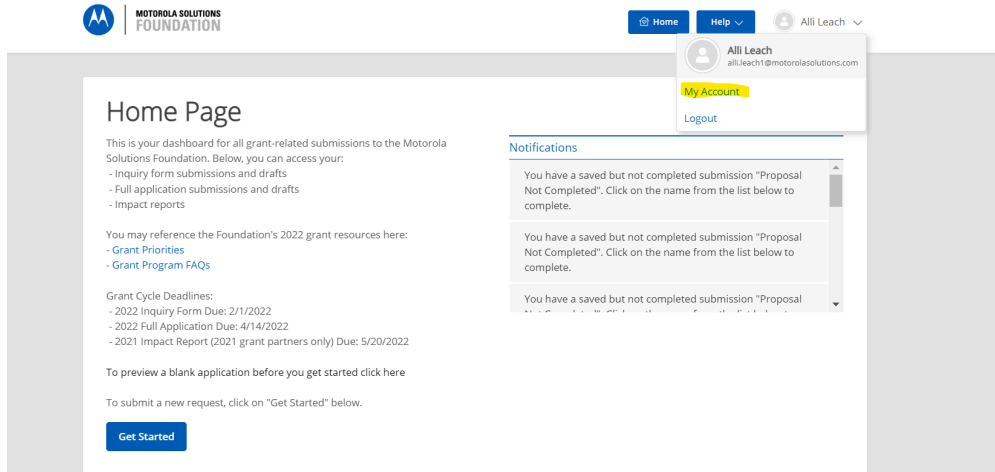


## Guide for Updating Contact Information

1. Log in to the [Grants Management Portal](#) with your current account information.
2. Click on the profile in the upper right-hand corner and then click on "My Account" (image below).



- 3.
4. You will be taken to a page that says "Change Username" and "Change Password". Change Username will let you change the email address associated with your account and Change Password will let you change the password. You can also edit the user information by clicking on the edit button where you can adjust items such as the name (screenshot below).

### My Account Details

Use this page to view or change your account settings.

#### Security

Username (email) alli.leach1@motorolasolutions.com

[Change Username](#)

[Change Password](#)

#### User Info

Date Account Created	12/13/2021
First Name	Alli
Last Name	Leach
Company or Organization Name (if applicable)	Motorola Solutions Foundation
Title	Grants Administrator
Phone Number	6302587674
Time Zone	(UTC-06:00) Central America

[Edit](#)

- 5.

**Note:** The Foundation recommends using a general email address for your account to allow multiple people to access the account as well as withstand staff turnover. If you are trying to add an email address to an already submitted application, please email [foundation@motorolasolutions.com](mailto:foundation@motorolasolutions.com).