# DeKalb County
## GEORGIA

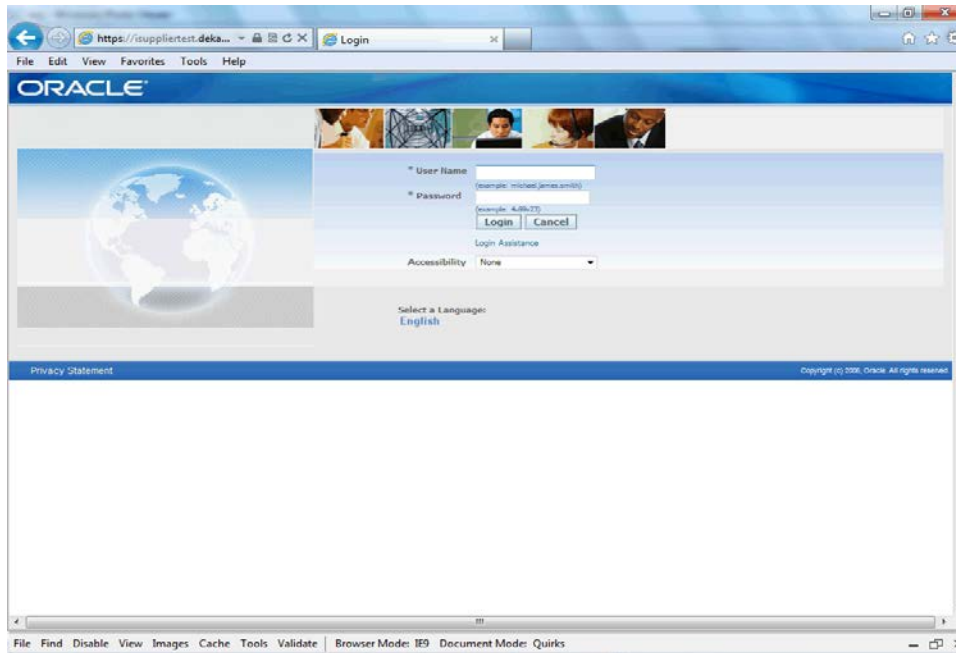# JOURNEY TO PROCUREMENT EXCELLENCE

## Updating an Address

# Updating an Address
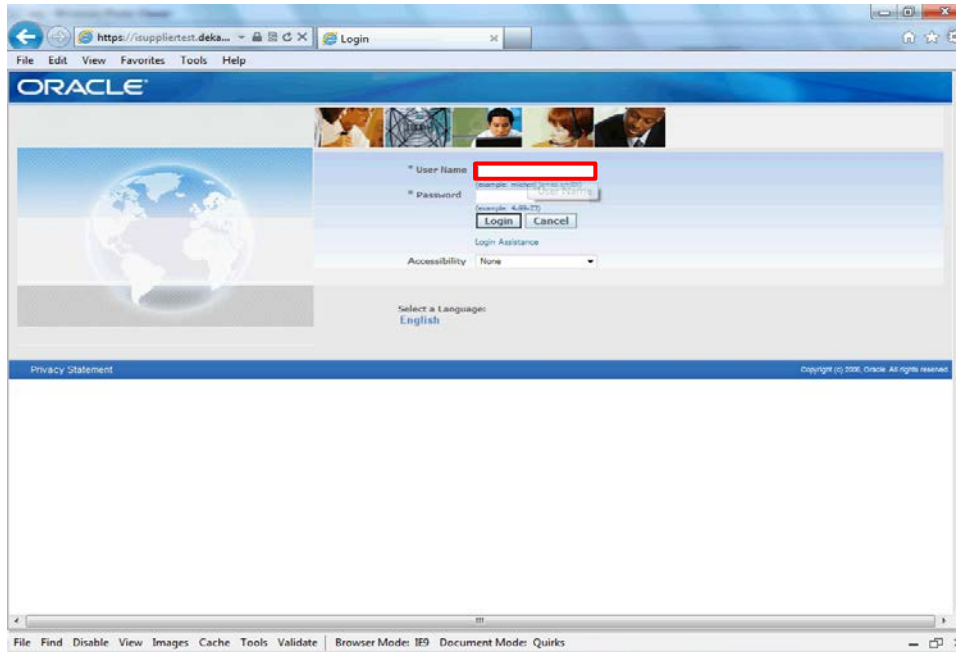


In this course you will learn how to Update an Address in iSupplier.

# Updating an Address
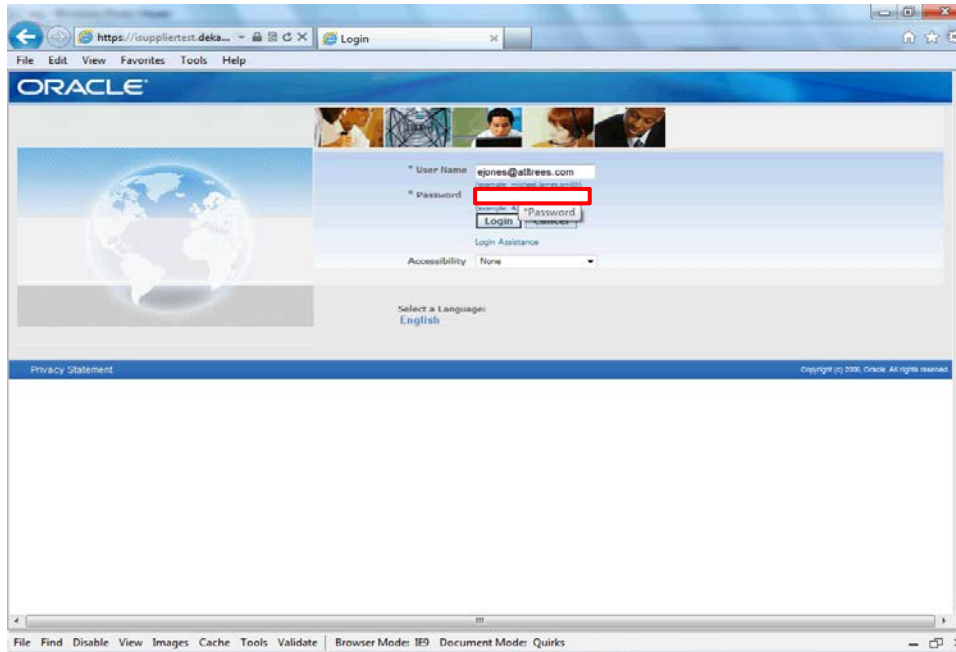


Step 1

From the login page, click in the **User Name** field and enter the User Name provided during the registration process.
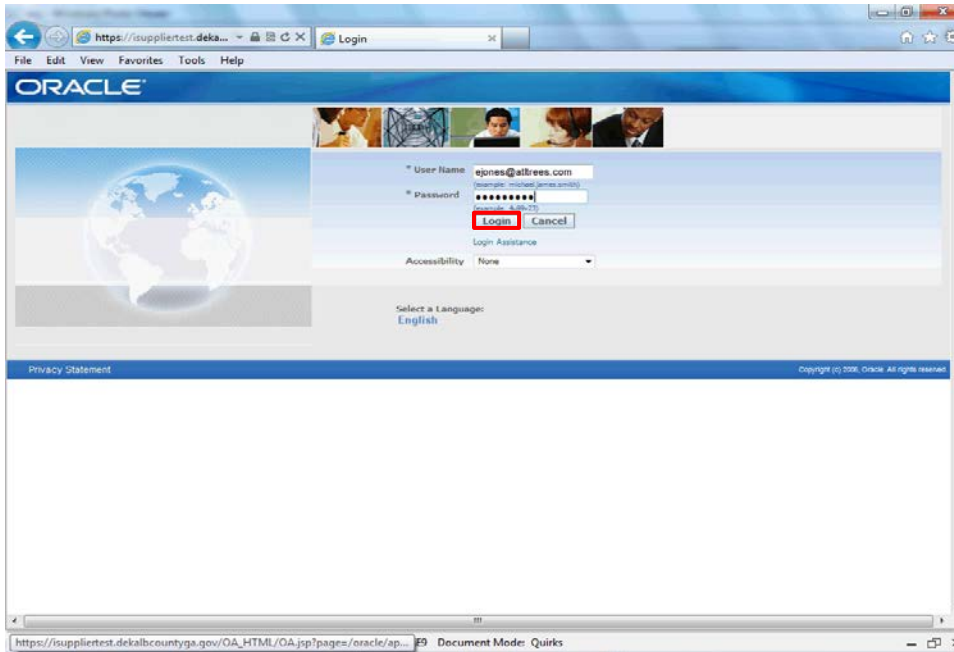
# Updating an Address



Step 2

Click in the **Password** field and enter the password you created during the registration process.
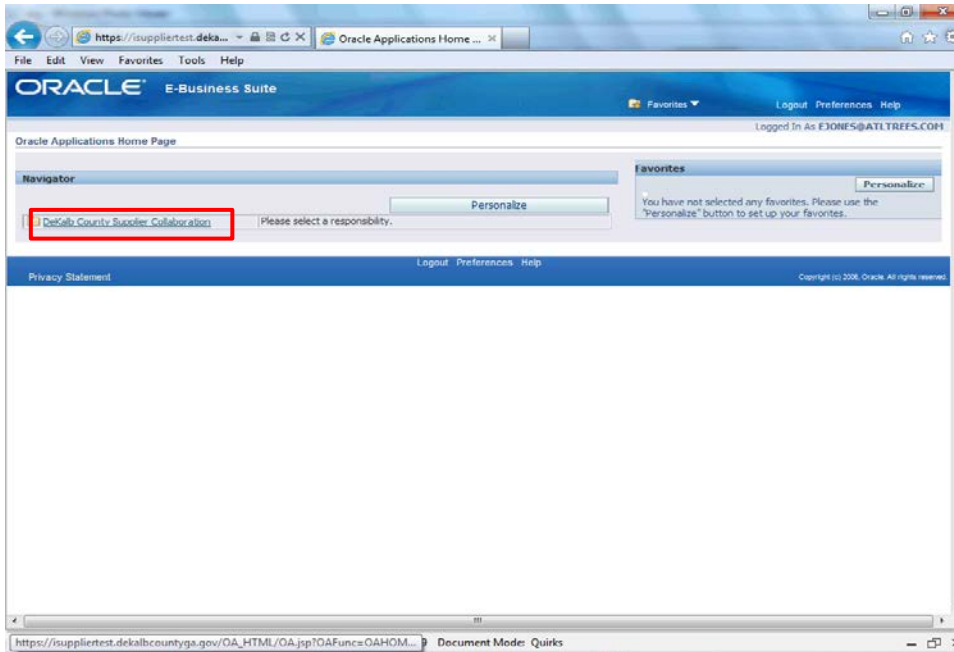
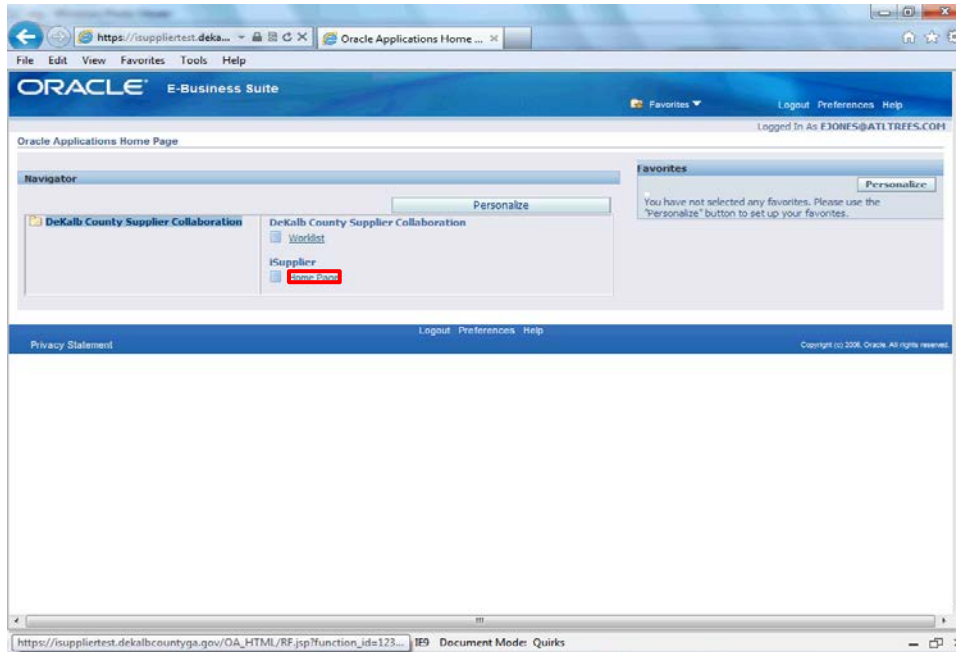# Updating an Address



Step 3

Click the **Login** button.

# Updating an Address



Step 4

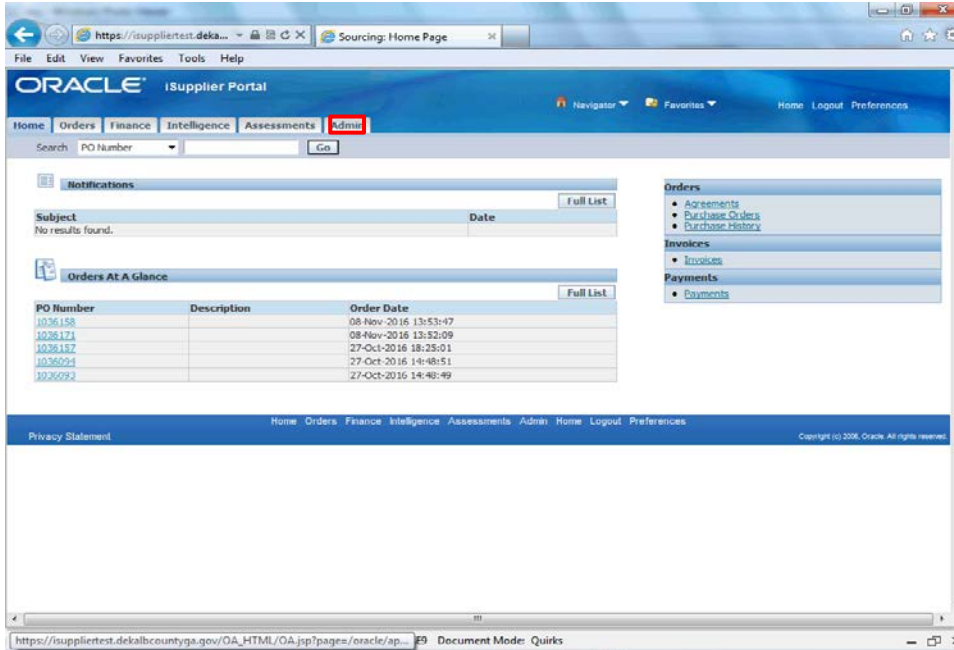Click the **DeKalb County Supplier Collaboration** link.

# Updating an Address



Step 5

Click the **Home Page** link.

# Updating an Address



Step 6

Click the **Admin** tab.

# Updating an Address



Step 7

Click the **Address Book** hyperlink.

# Updating an Address



**Step 8**

Locate the address you wish to update and click the **Update** icon.

# Updating an Address



Step 9

In this example we will add an email for this address.  Click in the **Email Address** field and enter the email address.

# Updating an Address



Step 10

Click the **Save** button.

# Updating an Address



You have just finished Updating an Address for your company on the DeKalb County iSupplier Portal.

The changes made to the address will be submitted to DeKalb County for approval.

Click on the **Home** hyperlink to return to the iSupplier Portal Home Page.