# **Update Your Supplier Record in ISUBid**

**How to Edit your Company Profile**

After logging in, choose Company Profile under **Admin**. Make changes on any tab (Profile, Address Book, Book, Users, Commodities, W-9, or Special Classifications).



Click  when done.

**How to Add Users to your Company Profile**

Select the Users Tab in Company Profile under **Admin.**



Click 



Choose role for new user – Administrator and/or Event View/Respond.

**Note: only users with Admin roles can update the company profile or add additional users. Administrators can also reset passwords or deactivate users.**

Click 