



Change Your Email or Address in Your Profile

In the DECAL QR Payments system, you can change your own email or address! This document will guide you through the steps to change your email or address in your profile.

To begin, visit <u>decalqrpayments.com/quality-rated-workforce-bonus</u> and click the button at the bottom of the page to log in to your account.



2 Once you're logged in, click on your initials on the top right corner of your dashboard.

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My Applicant Record	l.					
Name Applicant Id Address	Test Applicant ####################################			Date of Birth Social Security Email Mobile Phone Home Phone	00,100,10000 ******* test@docalscholars.com (###)-###-#### (###)-###-####	
My Applications						All Applications •
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3 A dropdown menu will appear when you click on your initials. Select "Details."

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My Applications						All Applications •
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4 Make your desired changes to your email or physical address. Make sure to select the "Update" button when you're finished to save your changes.

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To change your mailing address, select the tab for "Mailing Information" at the top.

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Applicant Record			
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Primary Language	✓ Secondary Language	•	
Highest Level of Education*	*		
		Update	

6 Make your desired changes to your mailing address. Make sure to select the "Update" button when you're finished to save your changes.

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Home > Applicant Profile Personal Internation Mailing Internation					
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Congratulations!

You have now changed your information in your account.