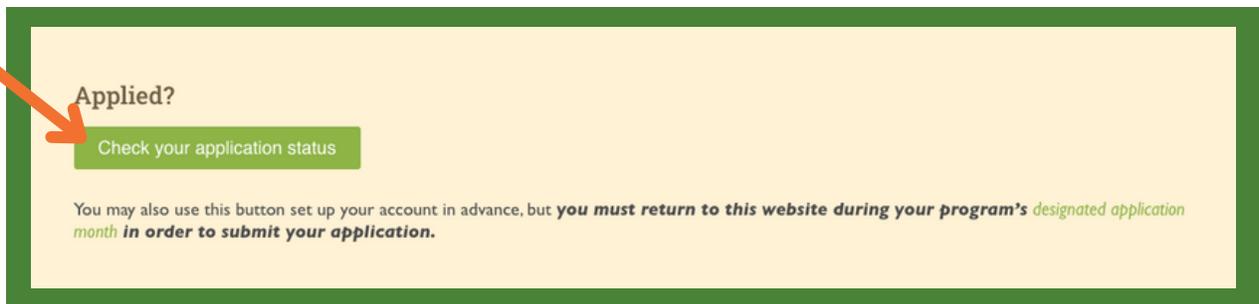


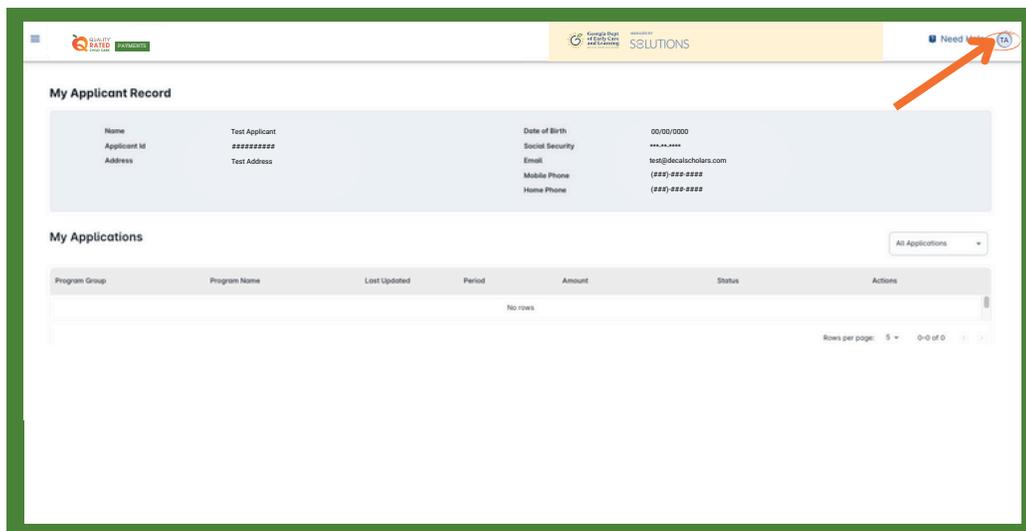
# Change Your Email or Address in Your Profile

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.

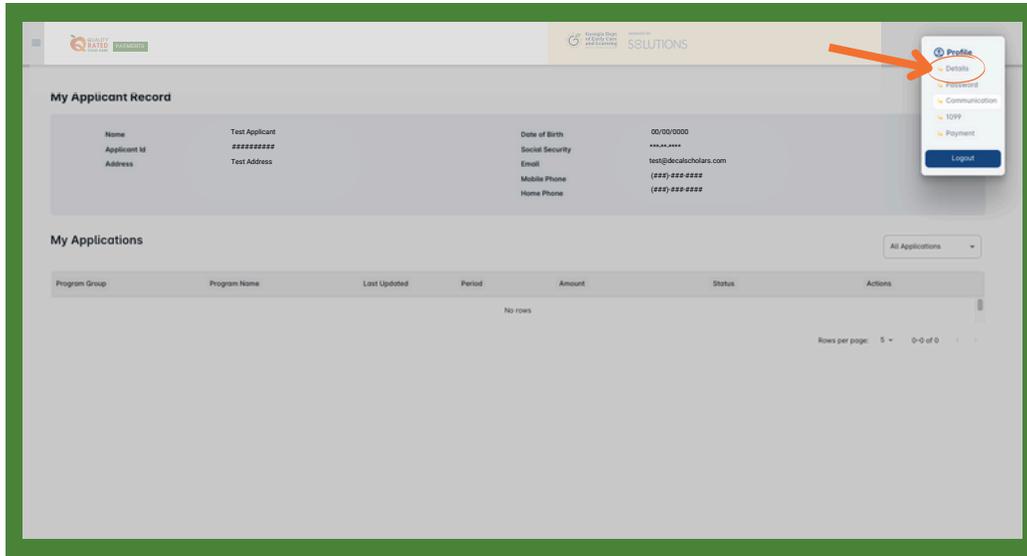
1 To begin, visit [decalqrpayers.com/quality-rated-workforce-bonus](https://decalqrpayers.com/quality-rated-workforce-bonus) and click the button at the bottom of the page to log in to your account.



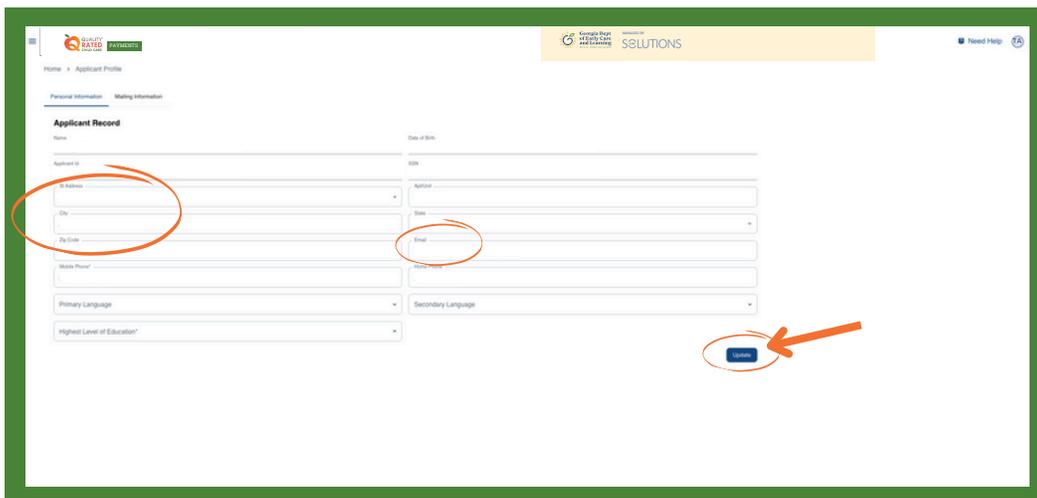
2 Once you're logged in, click on your initials on the top right corner of your dashboard.



3 A dropdown menu will appear when you click on your initials. Select “Details.”



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.



5 To change your mailing address, select the tab for “Mailing Information” at the top.

The screenshot shows the 'Applicant Profile' page. At the top, there are two tabs: 'Personal Information' and 'Mailing Information'. The 'Mailing Information' tab is selected and circled in red, with a red arrow pointing to it. Below the tabs, the 'Applicant Record' section is visible, containing various input fields for personal information such as Name, Date of Birth, Applicant ID, SSN, St Address, Apt/Unit, City, State, Zip Code, Email, Home Phone, Mobile Phone, Primary Language, Secondary Language, and Highest Level of Education. An 'Update' button is located at the bottom right of the form.

6 Make your desired changes to your mailing address. Make sure to select the “Update” button when you’re finished to save your changes.

The screenshot shows the 'Applicant Mailing Address' form. The 'Mailing Information' tab is selected and circled in red. The form contains the following fields: St Address (115 Perimeter Center Place), Apt/Unit (Suite 960), City (ATLANTA), State (CT), and Zip Code (30346). The 'Update' button at the bottom right is circled in red, with a red arrow pointing to it.

Congratulations!

You have now changed your information in your account.