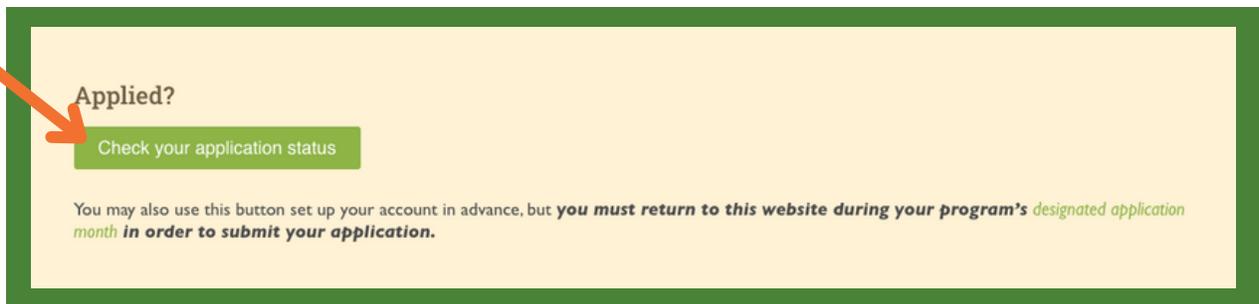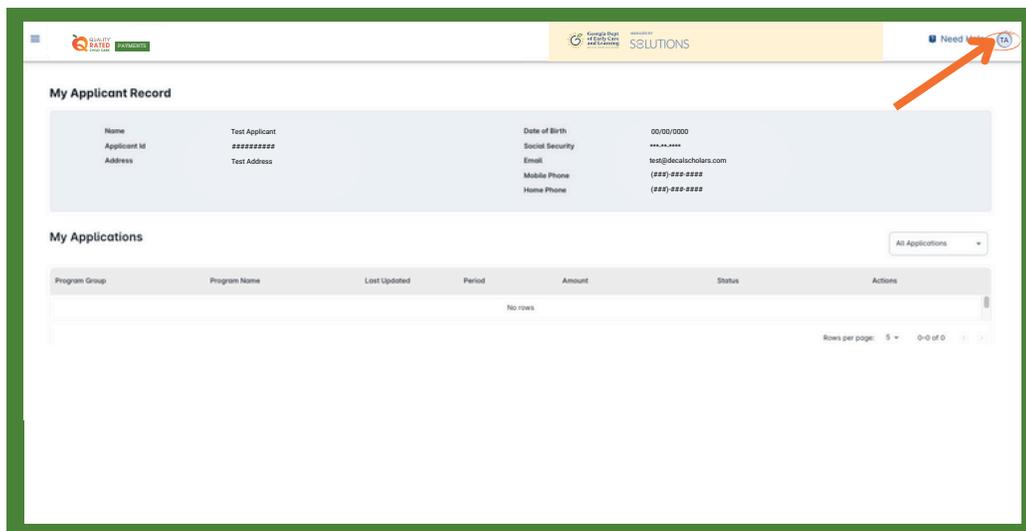# Change Your Email or Address in Your Profile

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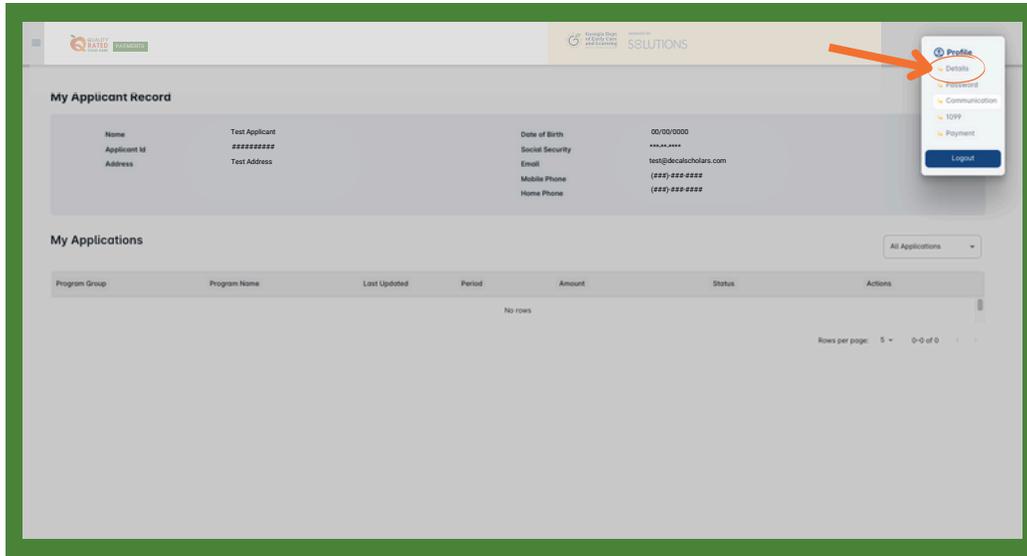
1 To begin, visit decalqrpayments.com/quality-rated-workforce-bonus and click the button at the bottom of the page to log in to your account.
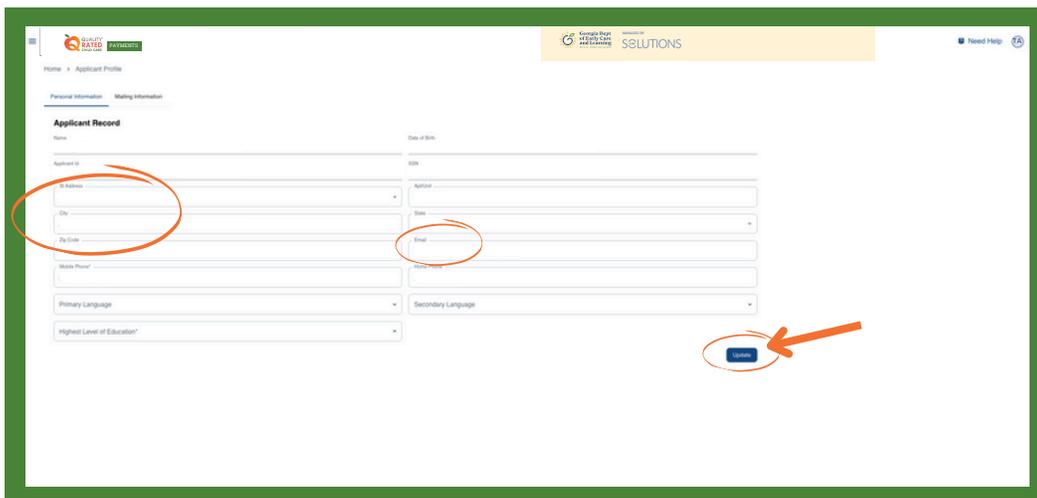

2 Once you're logged in, click on your initials on the top right corner of your dashboard.

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.

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

Congratulations!

You have now changed your information in your account.