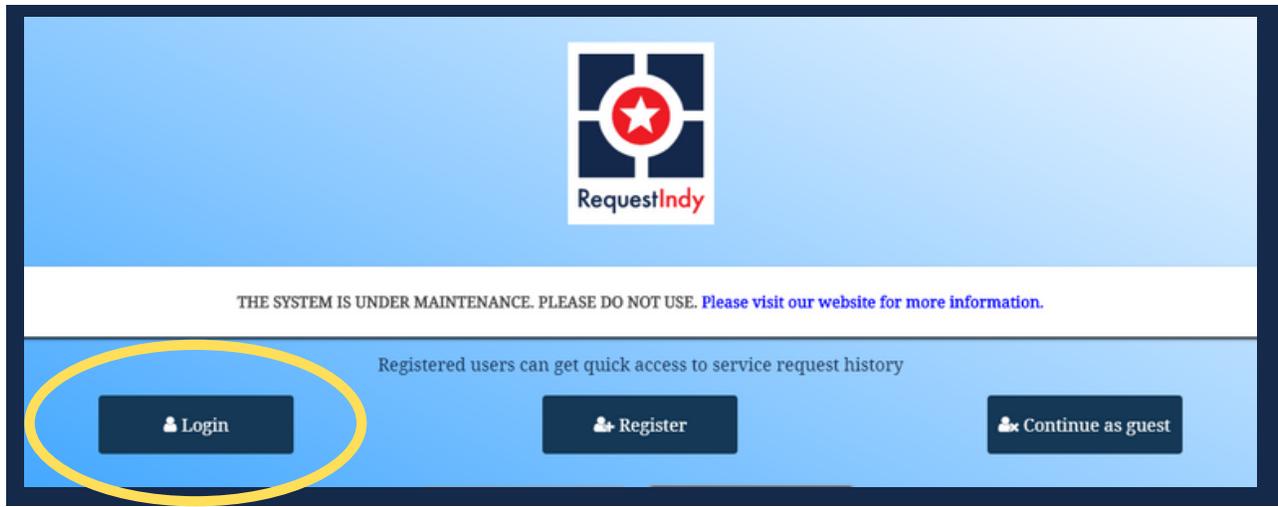


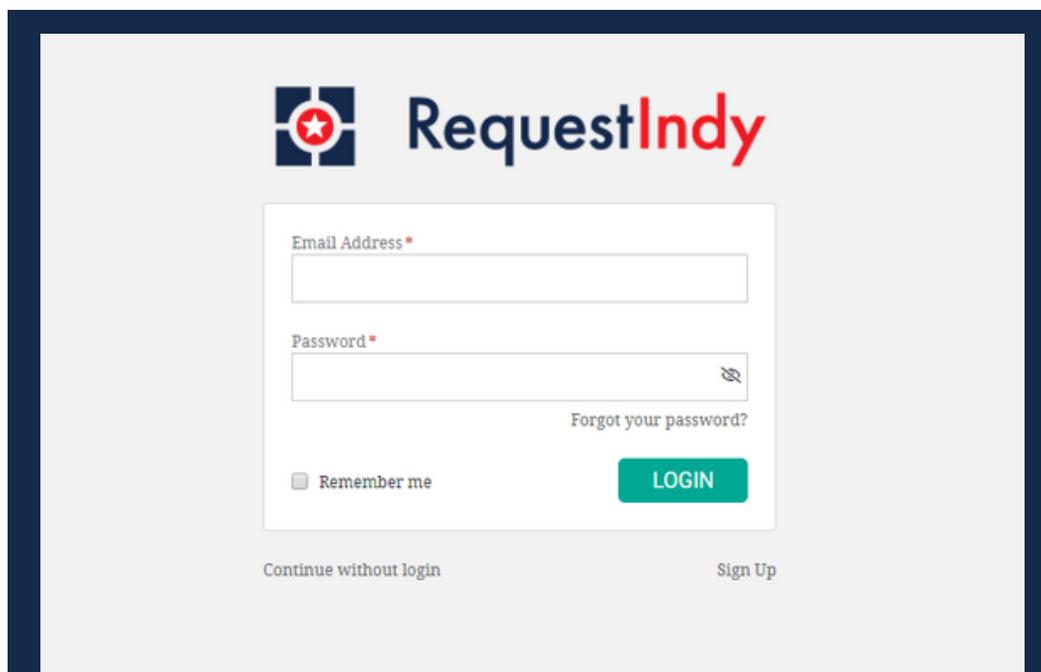
Step 1

- Navigate to www.request.indy.gov or download the request Indy app
- Once you arrive select the "Login" button circled below.



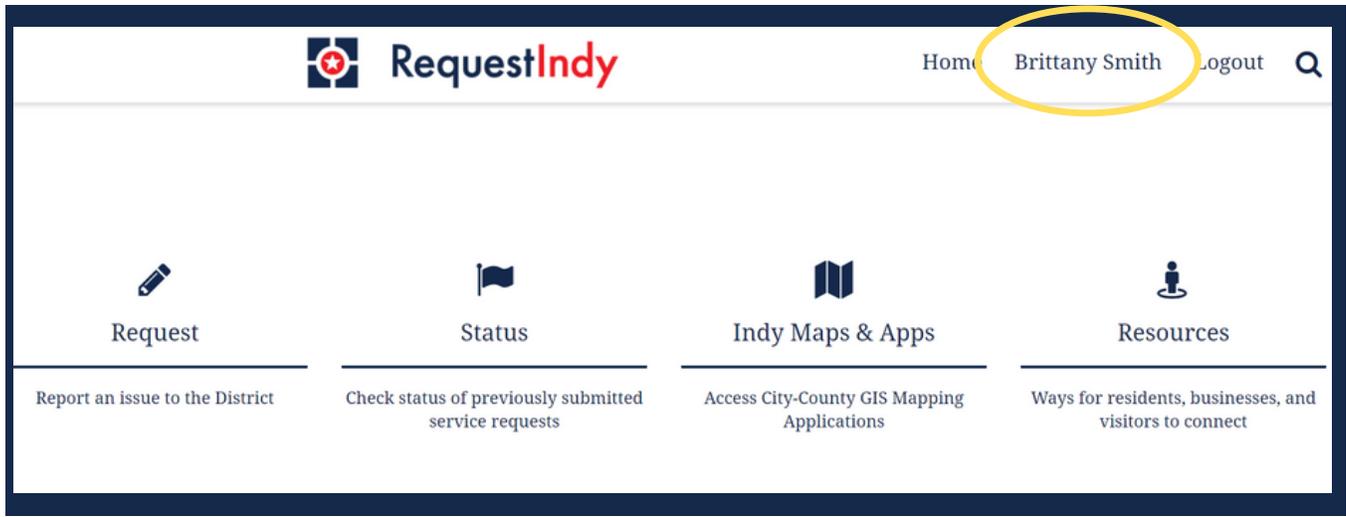
Step 2

- You will arrive at the login page.
- Please sign in using your login credentials.



Step 3

- After logging in with your credentials, you will arrive on the home screen.
- Your username will appear in the top right hand corner of the screen. Click on your username. Circled below.



Step 4

- Edit the details of your profile.
- Make sure you select save before navigating out of your profile page.

A screenshot of the 'My Profile' page in the RequestIndy application. The page title is 'My Profile'. The form contains several input fields: 'First Name', 'Last Name', 'Email', 'Mobile Phone', 'Address' (with a search icon and 'Search for Address' text), 'Address Line 2', and 'Additional Address Details'. At the bottom of the page, there are two buttons: 'Cancel' and 'SAVE'.