



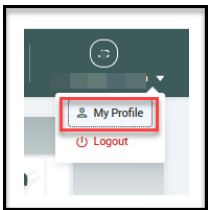
Updating Phone or Address in the Parent Portal

A parent **must** report any change in mailing address, residential address, or phone number within 10 business days.

Note: This will only update details for a Person, not a child care provider. Please contact the Child Care Licensing Program to update contact information if you are a provider.

Follow these steps to update the phone number or address in the portal.

1. Select MY PROFILE from the drop-down menu under your initials.



2. Select the EDIT button to revise information.

My Profile

Asterisk (*) indicates required field

Personal Information

First Name	Middle Name
Last Name	Suffix
	Select Suffix
Date of Birth	Gender
	Female
Marital Status	Hispanic or Latino Ethnicity
Single	No

Add Profile Photo

3. You can update your PRIMARY PHONE NUMBER, HOME ADDRESS, or MAILING ADDRESS.



4. If the MAILING ADDRESS is the same as the HOME ADDRESS, you will need to uncheck and then check the MAILING ADDRESS.

Primary Phone Number
(406) 000-0000

Phone Type
☒ Cell ☐ Home ☐ Work

Alternate Phone Number
Enter Alternate Phone Number

Alternate Phone number Type
☐ Cell ☐ Home ☐ Work

Home Address

Search Address
Search Address

Street Address
1000 Euclid

City
Helena

State
Montana

Zip Code
59601

Apt./Suite
Enter Apartment, Suite

County
Lewis and Clark

Mailing Address

☒ Mailing Address is same as Home Address

5. Select the SAVE button when you are done.

My Profile

Asterisk (*) indicates required field

Cancel Save