

Introduction: Your details can be updated within CWS so you are able to receive appropriate notifications.

1. Click on **Applications** → **My Account Details**.
2. Update your details as required and click the **Update** button to save.

The screenshot shows a web browser window titled "Maintain My Account Details (MyAccountD)". The page content is as follows:

- Maintain My Account Details**
View and update my account details.
- Username** : LentingB
- Title** : Dr
- Surname** :
- First Names** :
- Designation** :
- Phone** : This must be a mobile phone number if notification of GP Comms is set to take place through SMS messaging.
- Fax** :
- Email** :
- Pager** :
- Clinician Code** :

At the bottom of the form are two buttons: **Update** and **Cancel**.