

## Updating your details on MyVC

1. Once you have set your password or logged in, you will be taken to your MyVC page.

From this page you can check your contact details and your preferences on what details we publish on the online register. To change any of this, click on the pencil button above what you want to change.

The screenshot shows the MyVC account page for Dr Joe Bloggs. The page is divided into several sections. On the left, there is a profile summary for Dr Joe Bloggs, including practice name, mobile number, registration number, and type. Below this are buttons for 'View my public profile', 'Apply for APC to 31/03/2024', 'Print Registration Certificate', and 'Request a Letter of Good Standing'. The main content area has tabs for 'My Vet Details', 'My Contact Details', 'APC', 'Payments and emails', 'Preferences', 'My Audit', and 'Application Attachments'. The 'My Contact Details' tab is active, showing a list of contact information. A red circle highlights a pencil icon in the top right corner of the 'My contact details' section, indicating where to click to edit the details.

2. Once you're done making changes, click Save.

This screenshot shows the same MyVC account page as the previous one, but with the 'My contact details' section in edit mode. The fields for 'Practice', 'Company', 'Mobile Phone', 'Work Phone', 'Email', and 'Home Phone' are now input fields. The 'Preferred Name' field is set to 'joe'. There are checkboxes for 'Publish Mobile Phone', 'Publish Business Phone', 'Publish E mail', 'Publish Mobile Phone', 'Publish Home Address', and 'Share Information'. A red circle highlights the 'Save' button in the bottom right corner of the 'My contact details' section, indicating where to click to save the changes.