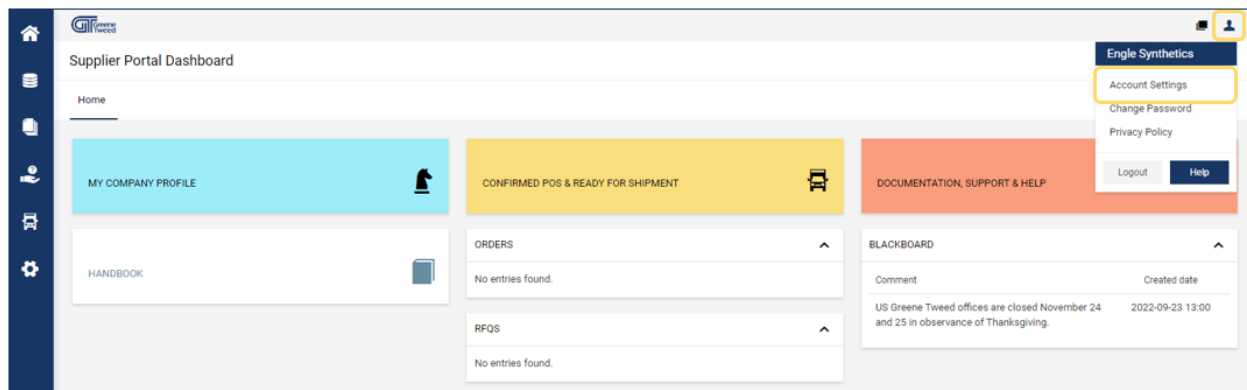


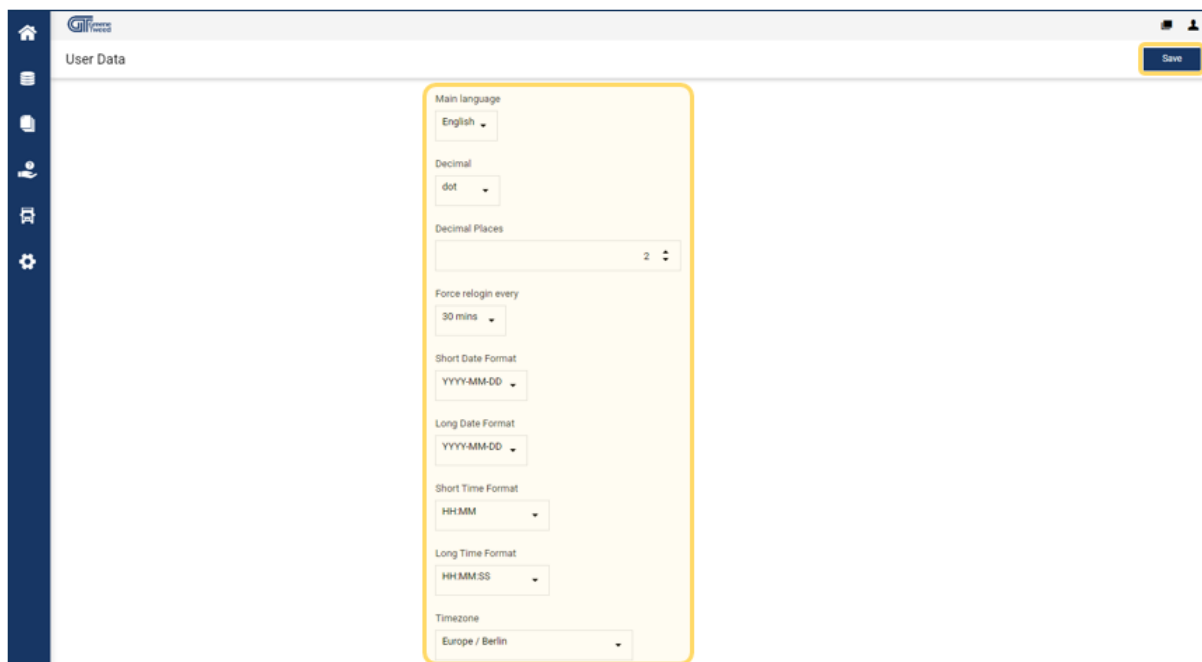
## Purpose


Use Account Settings to maintain user preferences, such as, date format, time zone, and currency.

1. Log into the supplier portal.  
*The **Supplier Portal Dashboard** will appear.*



2. In the upper right corner of the Supplier Portal Dashboard, access Account Settings.  
*The **User Data** screen will appear.*



3. Scroll down, review, and update the highlighted fields as appropriate. When complete, click **Save**.
4. Click **Home**  to return to the dashboard.