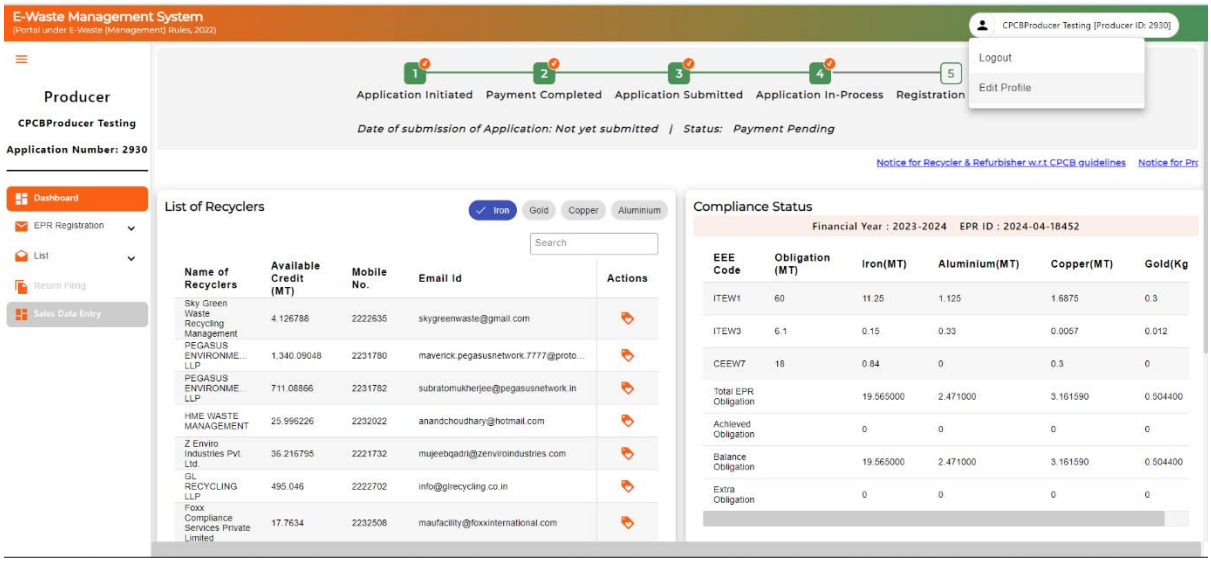
Edit profile:

Step: 1

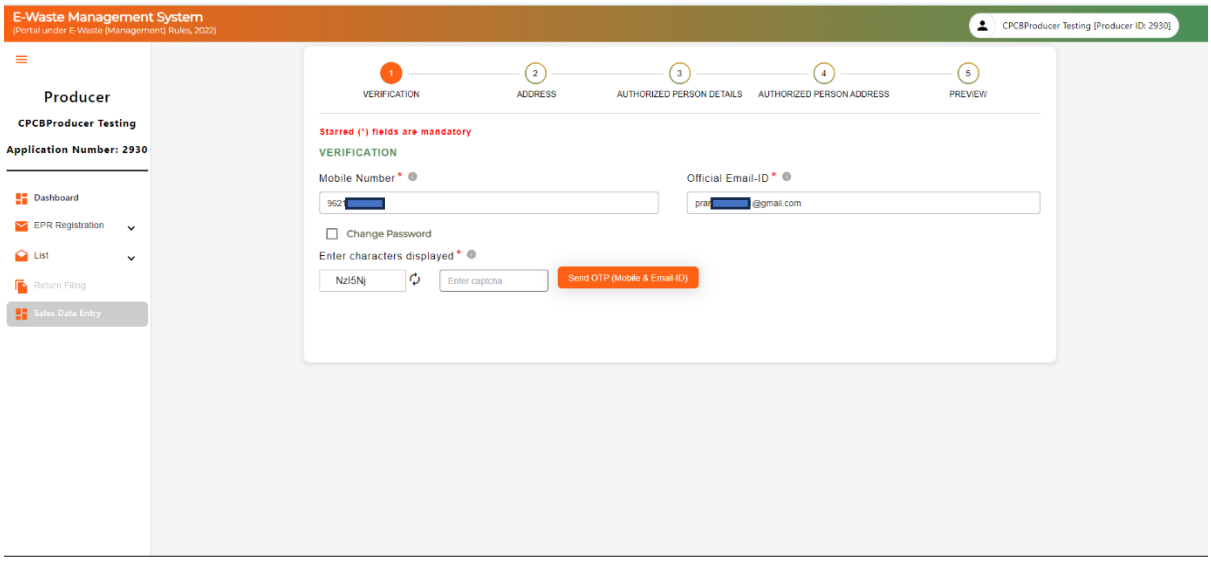
The user will click on the **Edit Profile.**



Step: 2

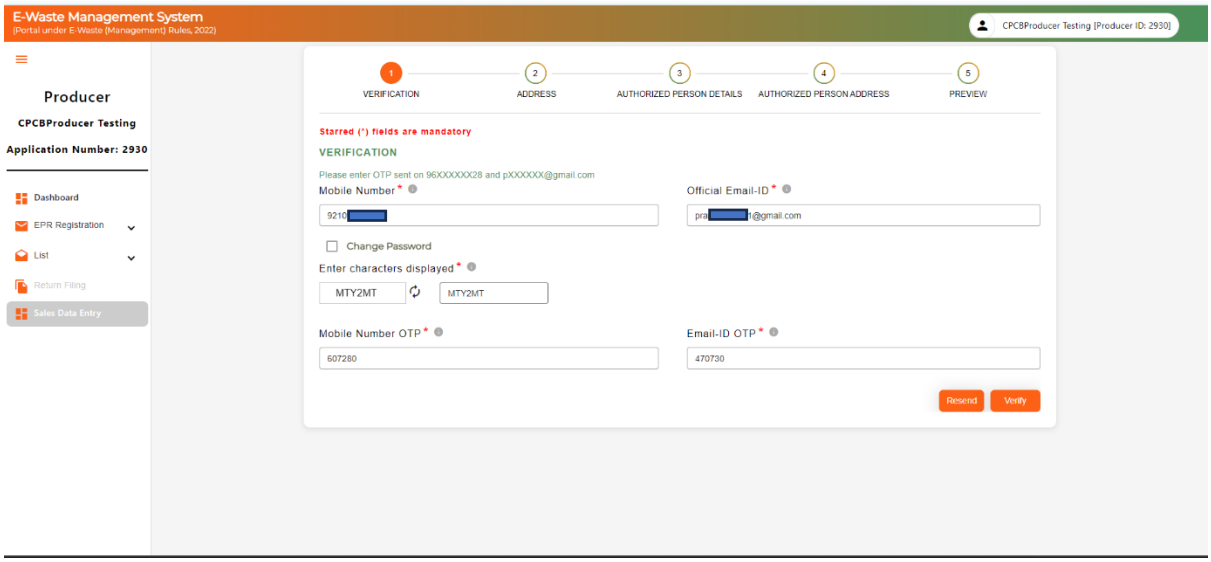
OTP will be received on the user's registered mobile and email after filling in the captcha.

The mobile number and Email ID field will be editable.



Step: 3

For the verification of mobile and email ID the user will enter the OTP and verify.



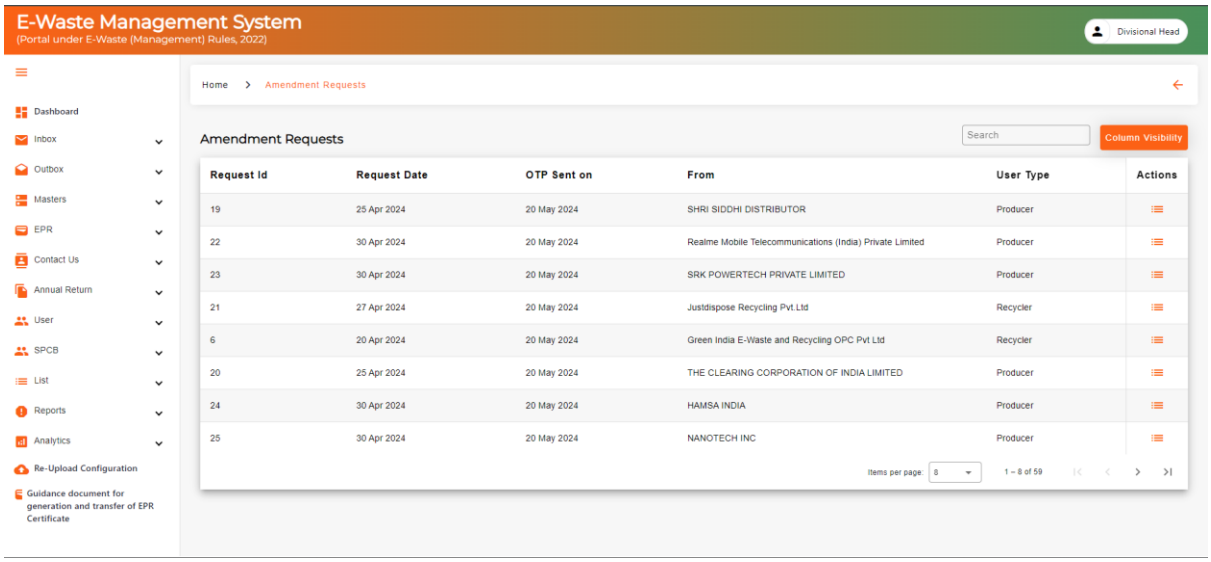
Step: 4

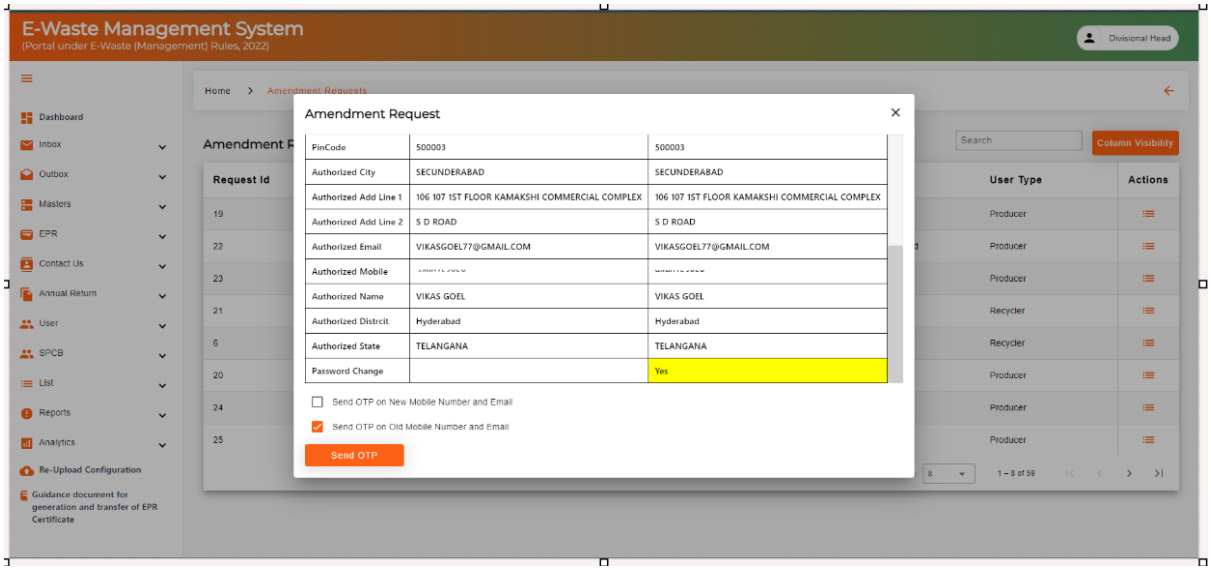
The profile amendment request will be displayed in the DH dashboard (tile – Profile Amendment Request)



Step: 5

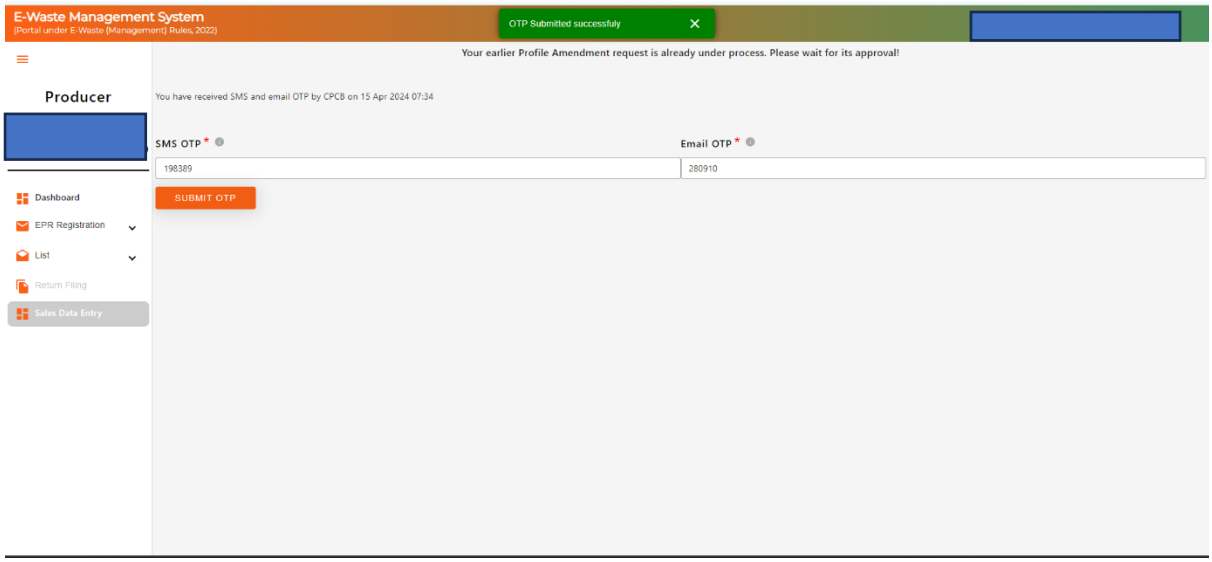
The divisional Head will open this request and click on the send OTP button, The user will receive the OTP to their Registered Mobile and Email to be verified.



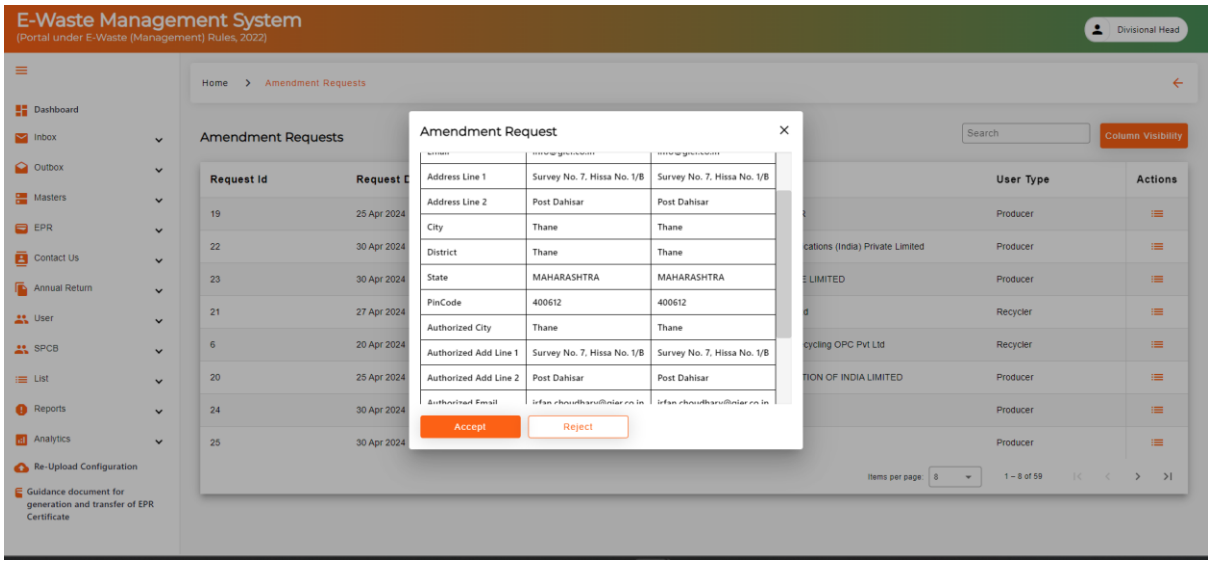


Step:6

The user will submit the OTP, and a popup will open the **OTP submitted successfully.**



7. After submission of the OTP by the user, the Divisional will receive a request for accepting head will accept the request and the user's profile will be updated.



Note: After updating the profile, when the user will log in to his account, he will receive an OTP on the updated credentials.