

Update a User ID (logon)

Once you have a User ID you need to update details whenever they change. Learn how to update your customer, branch and user details.

Further information

[Update your details](#)

Users can change their own password, telephone or fax number. Administrators can update these details, and more, for any User.

[Change the SPG ID assigned to your User ID](#)

Your User ID recalls the last Secured Party Group ID it used. It uses this information to enter that Secured Party Group's details on a new Financing Statement and to enable you to maintain financing statements for that secured party group.

[Administrators: update your users](#)

Administrators can create and amend Users; lock or restrict a User ID (Logon).

[Update customer account details](#)

Administrators have access to update customer account details, view, email or print copies of invoices and change the bank account that the direct debit is paid from.

[Update branch details](#)

Administrators have access to create or update a branch and set up a branch to receive invoices by email. They can also change the bank account that the direct debit is paid from.