

Keeping your WREGIS Account Profile up to date is a critical part of account maintenance. WREGIS uses the Account Profile to reach out with questions, announcements, billing statements/invoices, and automated notifications. The publicly available WREGIS Active Account Holders report also uses the non-confidential information for publication.

Updating the WREGIS Account Profile

Step One:

Click the gold **WREGIS Login** button on the left-center of the page.



WREGIS LOGIN

Step Two:

Enter your login name and password.

WREGIS Login

Login Name:
Password:


Login

Remember My Login Name
[Trouble logging in?](#)

[Not a Member? Register Here](#)

Step Three:

In the Registration module, click **Change Profile**.



Registration

Change Profile
[EMA Link Setup](#)

Updating the WREGIS Account Profile

Step Four:

Review the Company Information and make any necessary changes.

Company Information	
Company Name: *	<input type="text"/>
Company Address1: *	<input type="text"/>
Company Address2:	<input type="text"/>
Company City: *	<input type="text"/>
Company Country: *	US
Company State/Province: **	Select One
Company Zip/Postal: *	<input type="text"/> (format: if US and Mexico 12345 / Canada a1b2c3/all other Countries free text)
Company Telephone: *	<input type="text"/> (format: if US and Canada 123-456-7890 / Mexico 011-52-12-3456-7890/all other Countries free text)
Company Fax (if applicable):	<input type="text"/> (format: if US and Canada 123-456-7890 / Mexico 011-52-12-3456-7890/all other Countries free text)
Company Email (if applicable):	<input type="text"/> (format: abc@apx.com)
Company Web Site URL: *	<input type="text"/> (format: www.apx.com)

Step Five:

Review the Company Billing Information and make any necessary changes.

Company Billing Information	
Billing Contact Name:	<input type="text"/>
Billing Address1: *	<input type="text"/> Same As Company Address
Billing Address2:	<input type="text"/>
Billing City: *	<input type="text"/>
Billing Country: *	US
Billing State/Province: **	Select One
Billing Zip/Postal: *	<input type="text"/> a1b2c3/all other Countries fr
Billing Telephone:	<input type="text"/> 011-52-12-3456-7890/all oth
Billing Fax (if applicable):	<input type="text"/> 011-52-12-3456-7890/all other Country
Billing Email: *	<input type="text"/> (format: abc@apx.com)

Keep your billing email address up to date to make sure you get your invoice.

Step Six:

Review the Account Manager Information and make any necessary changes.

Account Manager Information	
Contact Job Title:	<input type="text"/>
Contact Name: *	<input type="text"/>
Contact Address1: *	<input type="text"/> Same As Company Address
Contact Address2:	<input type="text"/>
Contact City: *	<input type="text"/>
Contact Country: *	US
Contact State/Province: **	Select One
Contact Zip/Postal: *	<input type="text"/> a1b2c3/all other Countries free text
Contact Telephone: *	<input type="text"/> 011-52-12-3456-7890/all other Countries free text
Contact Email: *	<input type="text"/> (format: abc@apx.com)

The WREGIS Account Manager is the main point of contact for the WREGIS Account.

Step Seven:

Click **Save** when complete to save your changes.

Save Cancel

