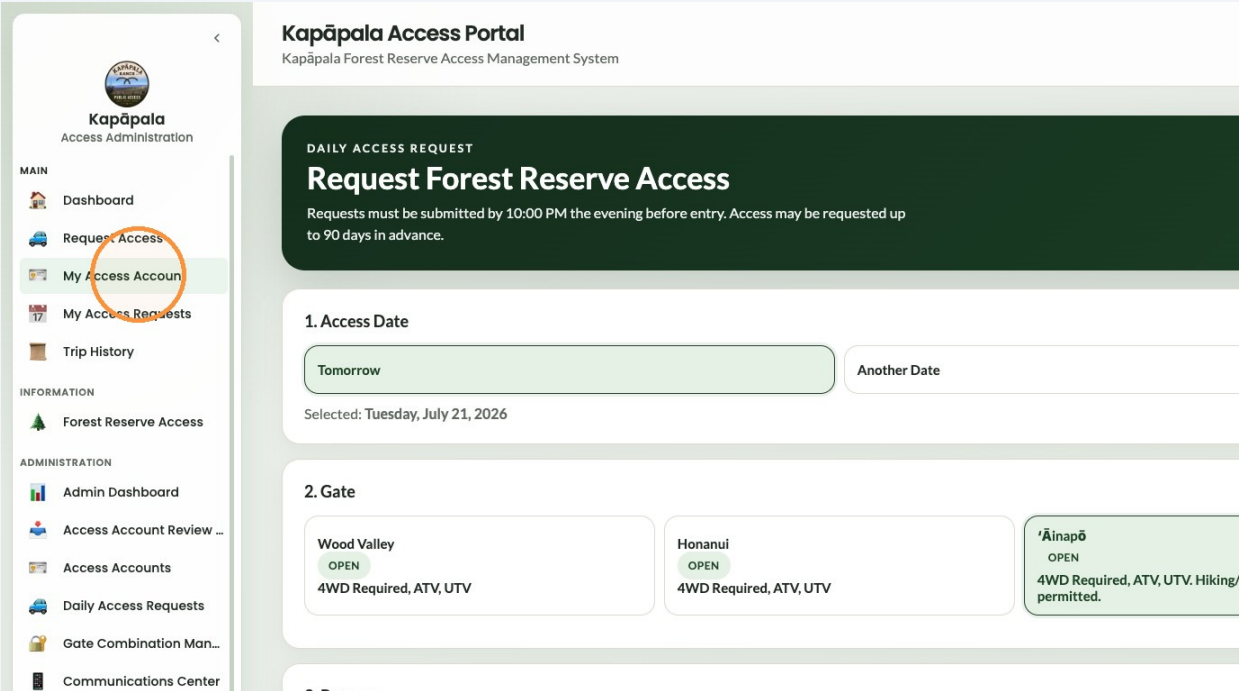


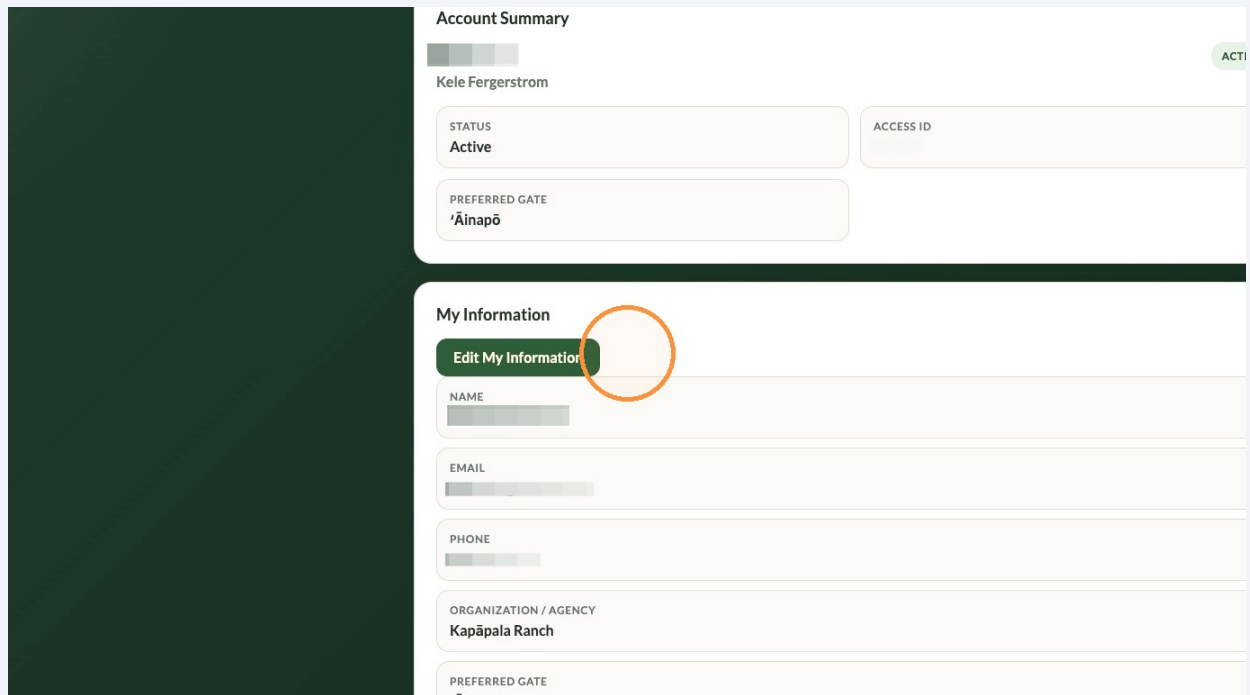
Updating Your Personal Information In The Access System

Learn how to navigate to your account settings to modify your personal details within the Kapapala Forest Reserve access portal. This guide ensures your profile remains accurate and up to date for all future permit requests.

1 Click "My Access Account"



2 Click "Edit My Information"



The screenshot shows a user profile interface. On the left is a dark green sidebar. The main content area is divided into two sections. The top section, titled 'Account Summary', shows the user's name 'Kele Fergstrom' and a status of 'Active'. Below this are fields for 'ACCESS ID' and 'PREFERRED GATE' with the value 'ʻĀinapō'. The bottom section, titled 'My Information', contains a green button labeled 'Edit My Information' which is circled in orange. Below the button are input fields for 'NAME', 'EMAIL', and 'PHONE'. At the bottom of this section, it shows 'ORGANIZATION / AGENCY' as 'Kapāpala Ranch' and a 'PREFERRED GATE' field.

3 When you are done, click Save and the information will save.