



HOW TO UPDATE INFORMATION TO USERS AND CONTACTS IN YOUR ACCOUNT

This is a reference to use when you need to update the Contacts and Users and their Contact Information in your Account through VSS Account Maintenance (Vendor Self Service.) You can view all users and contacts in one place and update multiple types of contact information at once.

You will need your User Name and Password. If you do not know the User Name/Password, select the Vendor Login link and use the *Forgot Username? Forgot Password?* Links.

Step 1	Log into your eVA account at www.eva.virginia.gov ; select Vendor Login.	Enter your User Name and Password.
Step 2	Select the Profile  Icon.	Select My Account.
Step 3	Select the Update Contacts tab. Select each type of Contact Information you wish to update from the Change Contact Information List. Or, select <i>All of the Above</i> to update all the Contact Information.	A Data Entry Box will display with each corresponding contact information field you select. Enter the Updated Contact Information.
Step 4	Select <i>All</i> to update all Users and Contacts or Select <i>Choose Below</i> to select the specific users you wish to update from the User List and/or the Address Contact List.	Click Apply Changes. The updates will now display to the users/contacts you selected.

If you need any assistance or have any questions please contact:



Hours: 8:00AM – 4:45PM Monday-Friday

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