

CHANGE YOUR PROFILE

You can change some of your personal or professional information in e-Tax Profile Information.

1. Click on the arrow in the **Profile** menu, in the top right corner of the toolbar;
2. Click on the **My Profile** option. This action opens the **My profile** page;

Account Number	Tax Type	Balance	Currency
52770	Domestic Monthly Wages Income Tax for Resident	US\$ 159.64	US\$
13266	Domestic Installment Tax	-US\$ 7,993.70	US\$
10153	Domestic Income Tax		US\$
50772	Domestic Summary Final Withholding Tax		US\$

3. Change your **Phone Number**, **Email Address** or **Preferred Language** at your will.
4. Click on **Save**. This action updates your profile information

My Profile

Username w4test632276

First Name W4

Last Name test

Tax Center LARGE BUSINESS

Phone Number 77236228

Email Address edassilva+14@gmail.com

Preferred Language English (Local)

Change Password NO

TO CHANGE YOUR PASSWORD:

1. Click the arrow next to your name in the top right corner of the toolbar;
2. Select the option **My Profile**. This action opens the **My Profile** page;

eTax_Public Home Accounts Declarations Certificates Payments Objections (3) ? W4 test

Accounts Total Account Balance : -US\$ 7,834.05 Consolidate Accounts

Account Number	Tax Type	Balance	
52770	Domestic Monthly Wages Income Tax for Resident	US\$ 159.64	US\$
13266	Domestic Installment Tax	-US\$ 7,993.70	US\$
10153	Domestic Income Tax		US\$
50772	Domestic Summary Final Withholding Tax		US\$

1 2

3. Go to the field **Change Password** and drag the mouse from the **No** tab to the left until it changes to **YES**. This action displays the fields necessary to change the password;

eTax_Public Home Accounts Declarations Certificates Payments Objections (3) ? W4 test

My Profile

Username w4test632276

First Name W4

Last Name test

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Phone Number 77236228

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Preferred Language English (Local)

Change Password NO

Cancel Save

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- When successfully drag the mouse from the **No** tab to the left until it changes to **YES**. This action displays the fields necessary to change the password;
- Fill out the **Old Password**, the new **Password** at you will , **Confirm Password** fields;
- Click the **Save** button. This action updates your profile and password.

eTax_Public Home Accounts Declarations Certificates Payments Objections W4 test

My Profile

Username	w4test632276
First Name	W4
Last Name	test
Tax Center	LARGE BUSINESS
Phone Number	<input type="text" value="77236228"/>
Email Address	<input type="text" value="edassilva+14@gmail.com"/>
Preferred Language	<input type="text" value="English (Local)"/>
Change Password	<input checked="" type="checkbox"/> YES

Old Password

Required

Password

Required

Confirm Password

Required