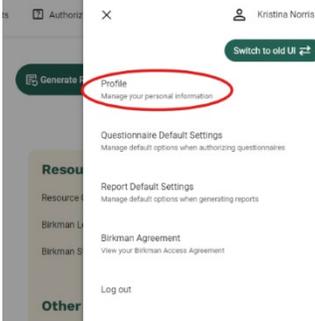
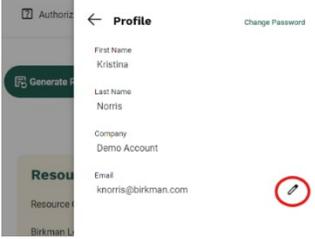


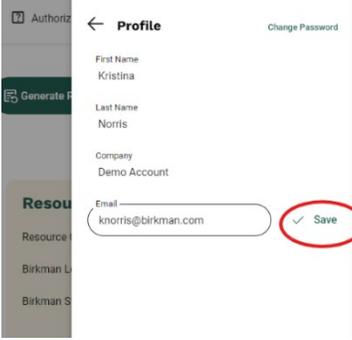
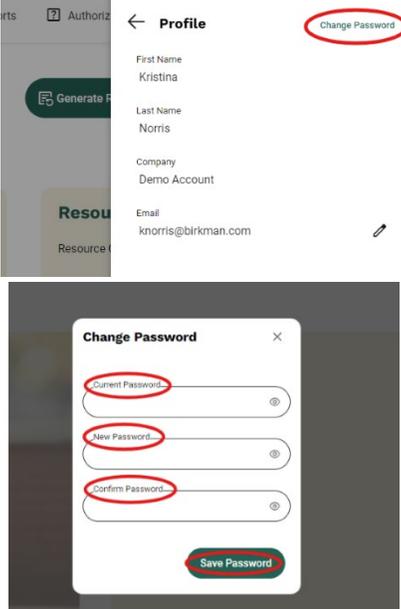
# Manage your BirkmanDirect Profile Settings

## Purpose:

Use these steps to manage your personal information in BDirect such as:

- Updating your email address
- Changing your BDirect password
- Viewing your Birkman Access Agreement
- If you need to update your Name or Company, contact [support@birkman.com](mailto:support@birkman.com)

Step	Action	Result
1	Log in to BirkmanDirect <a href="http://direct.birkman.com">direct.birkman.com</a> .  Note: To reset your password, click <b>Forgot Your Password?</b>	
2	Click the <b>Person Icon</b> .	
3	Click <b>Profile</b> .	
4	Click the <b>Pencil Icon</b> next to your email address.	

Step	Action	Result
5	To edit your <b>Email address</b> , enter the new email address and click <b>Save</b> .	
6	To edit your <b>Password</b> , click <b>Change Password</b> . Enter your current password and then enter the new password twice. Click <b>Save Password</b> .	
7	To view your <b>Birkman Access Agreement</b> , click <b>Birkman Agreement</b> . You may view, download or print the agreement you accepted when first logging into BirkmanDirect.	