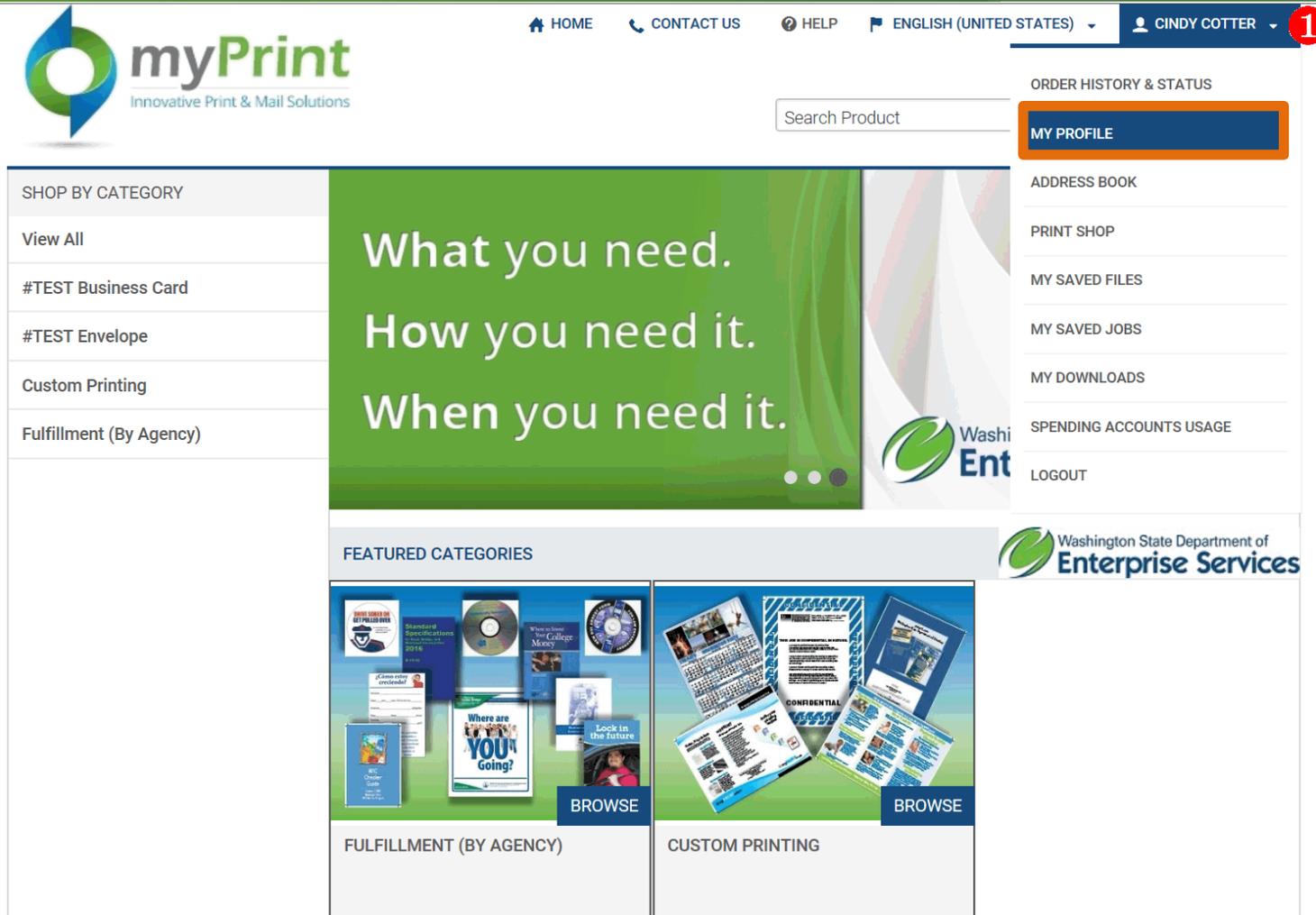


Navigation: Using a web-browser access myPrint at <https://prtonline.myprintdesk.net/DSF/>

1. Click the **drop down arrow** beside your user name. Select **My Profile** from the sub-menu.



The screenshot shows the myPrint website interface. At the top left is the myPrint logo. The top navigation bar includes links for HOME, CONTACT US, HELP, and a language dropdown set to ENGLISH (UNITED STATES). The user name CINDY COTTER is displayed with a dropdown arrow and a red circle containing the number 1. A search bar labeled "Search Product" is located to the right of the user name. Below the navigation bar is a large banner with the text "What you need. How you need it. When you need it." and the Washington State Department of Enterprise Services logo. To the left of the banner is a "SHOP BY CATEGORY" menu with options: View All, #TEST Business Card, #TEST Envelope, Custom Printing, and Fulfillment (By Agency). To the right of the banner is a user profile menu with options: ORDER HISTORY & STATUS, MY PROFILE (highlighted with an orange border), ADDRESS BOOK, PRINT SHOP, MY SAVED FILES, MY SAVED JOBS, MY DOWNLOADS, SPENDING ACCOUNTS USAGE, and LOGOUT. Below the banner is a "FEATURED CATEGORIES" section with two columns. The left column is titled "FULFILLMENT (BY AGENCY)" and features a collage of various printed materials with a "BROWSE" button. The right column is titled "CUSTOM PRINTING" and features a collage of printed materials with a "BROWSE" button. At the bottom right of the page is the Washington State Department of Enterprise Services logo.

2. Click on **Edit Profile**
Use this to edit your
profile or edit (change)
your password.

Order History & Status	MY PROFILE	
My Profile	Edit Profile 2	
Address Book		
Print Shop	Nickname	Cindy Cotter
My Saved Files	Name	Cindy Cotter
My Saved Jobs	User Name	cindyC
My Downloads	Title	Transition Management Lead
Spending Accounts Usage	Email	cindy.cotter@watech.wa.gov
	Security Question	Edit
	Organization	!testusability
	Department	WaTech
	Print Shop	Washington State Department of Enterprise Services
	Address	Cindy Cotter !testusability 1500 Jefferson Olympia, WA 98501 United States
	Phone Number 1	3604079453
	Password	Edit

3. Make your changes and click **Save**.

EDIT MY PROFILE

Contact Information

* User Name

cindyC

Nickname

Cindy Cotter

* First Name

Cindy

* Last Name

Cotter

* Address Line 1

1500 Jefferson

* City

Olympia

Country

United States

* State/Province/Region

WA - Washington

* Zip/Postal Code

98501

* Phone Number 1

3604079453

Phone Number 2

Fax Number

Title

Transition Management Lead

Organization

!testusability

Department

WaTech

* Agency or Organization Code or enter Guest

* Email

cindy.cotter@watech.wa.gov

Custom Field 1

Custom Field 2

Save

Cancel

Edit (Change) Password

1. Click on **Edit** under **Password**

Order History & Status	MY PROFILE	
My Profile	Edit Profile	
Address Book		
Print Shop	Nickname	Cindy Cotter
My Saved Files	Name	Cindy Cotter
My Saved Jobs	User Name	cindyC
My Downloads	Title	Transition Management Lead
Spending Accounts Usage	Email	cindy.cotter@watech.wa.gov
	Security Question	Edit
	Organization	Ittestusability
	Department	WaTech
	Print Shop	Washington State Department of Enterprise Services
	Address	Cindy Cotter Ittestusability 1500 Jefferson Olympia, WA 98501 United States
	Phone Number 1	3604079453
	Password	Edit

To change your password, click on **"Edit"**

2. Enter your **Current Password**
3. Enter a **New Password**
4. Retype your new password into the **Confirm New Password** text box
5. Click on **Save Changes**

Password

Change Password

Current Password:

2

New Password:

3

Confirm New Password:

4

Save Changes

5

Cancel

We recommend following established best practices when choosing your password. Strong passwords will:

- Be at least 8 characters long,
- Contain an upper case letter,
- Contain a number from 1-9, and
- Contain a special character (@, %, !, #, \$, ?)