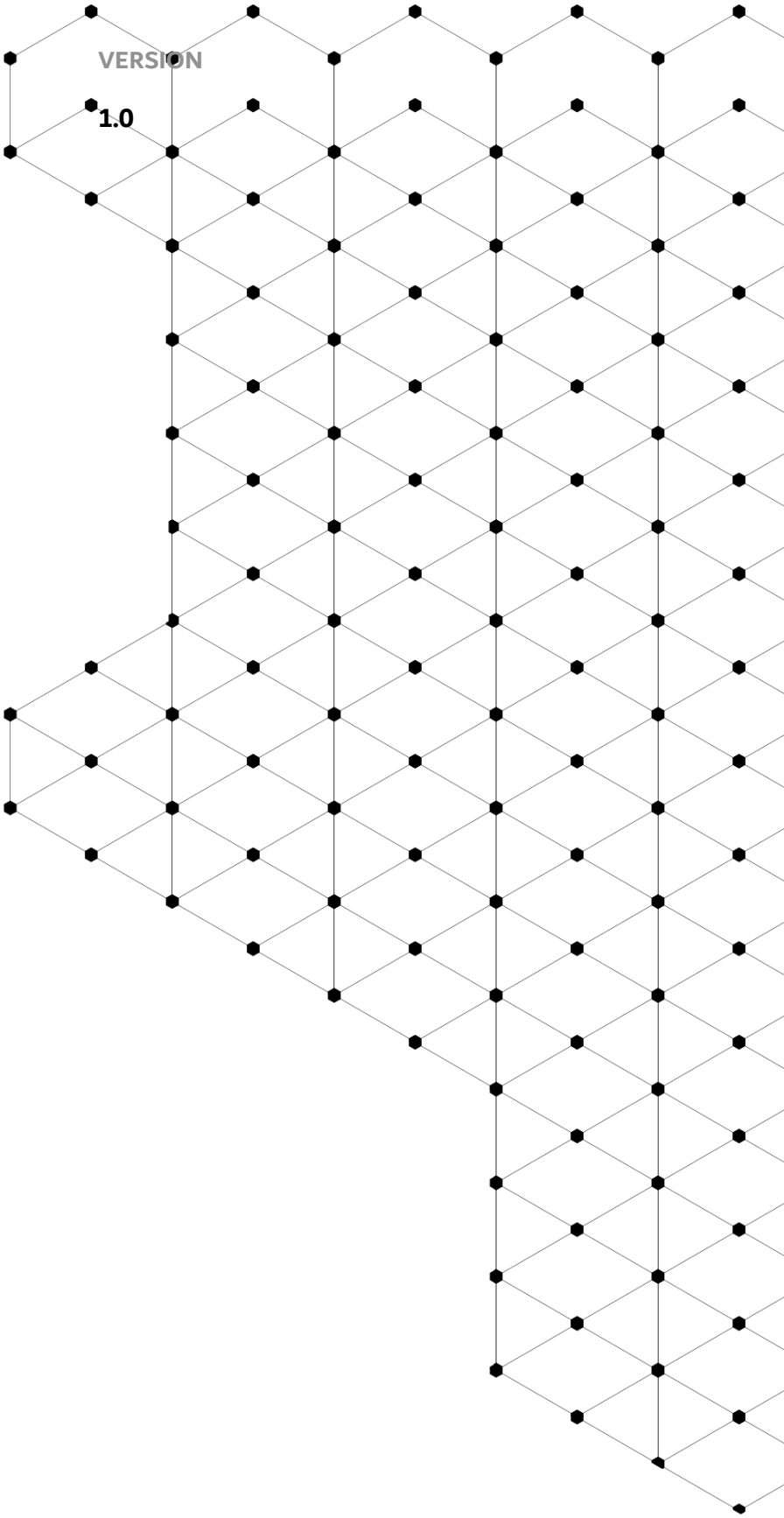
Update Profile Company Details

USER MANUAL

ISSUE DATE	REVISION DATE	VERSION
27 Nov 2023	**28 Nov 2023**	**1.0**



Overview

The aim of this tutorial is to learn the process of updating profile of the company

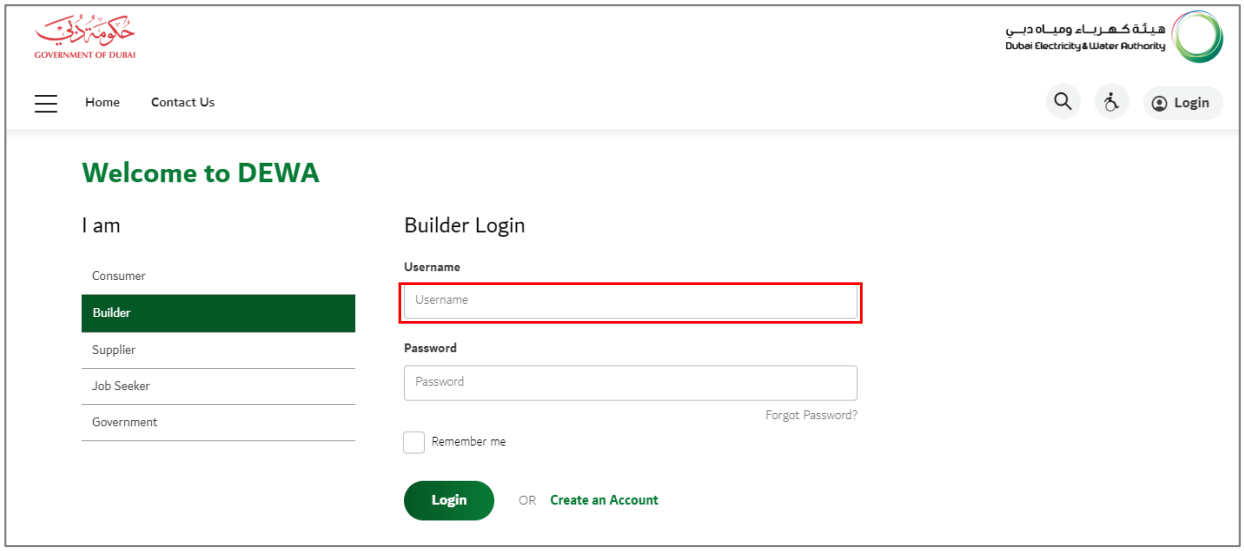
1.1 Service Features

1. Builder login
2. Update Company Details

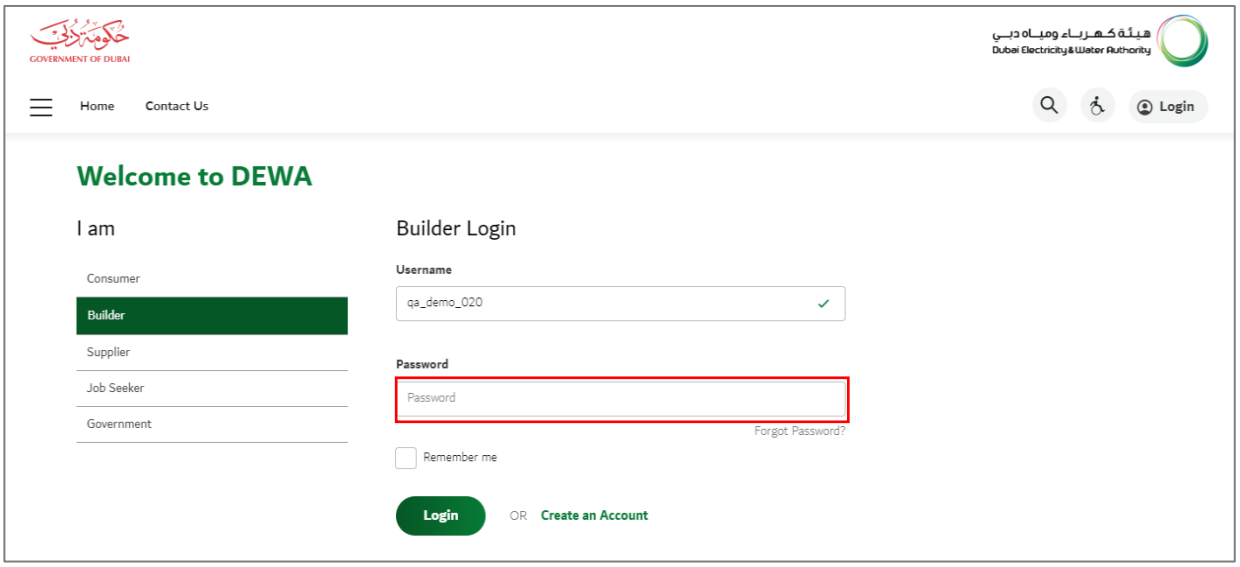
1.2 How To Request

1.2.1 Builder Login

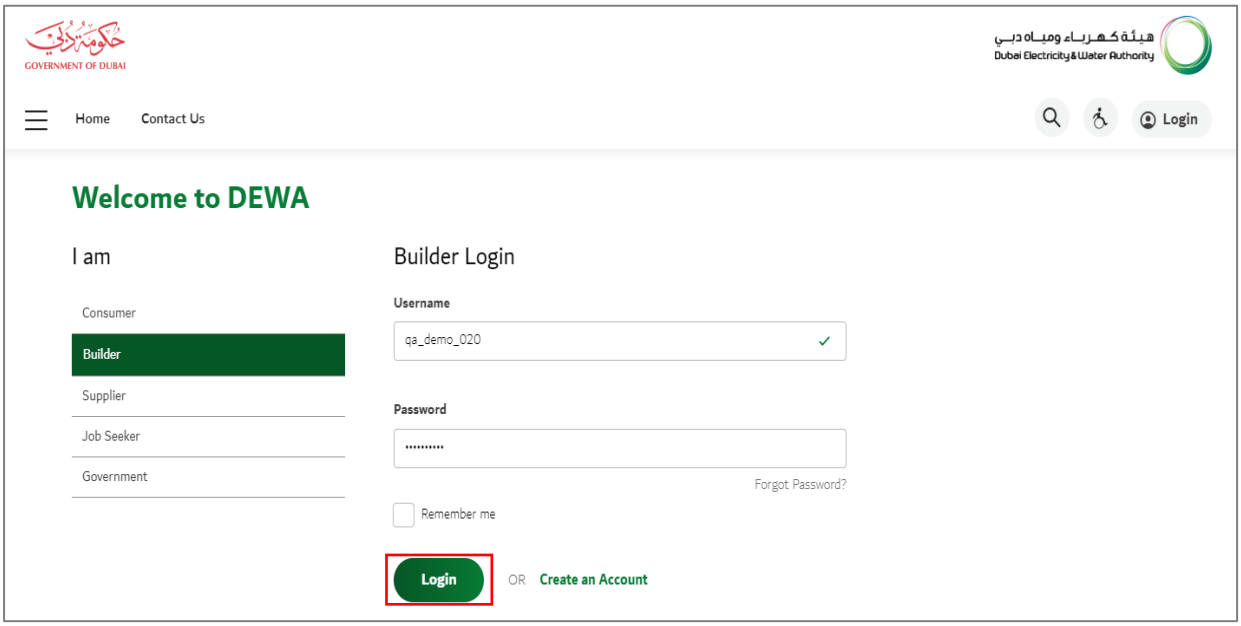
Builder Portal URL : https://crm.dewa.gov.ae/irj/portal/anonymous



User Action: Add username for the given login

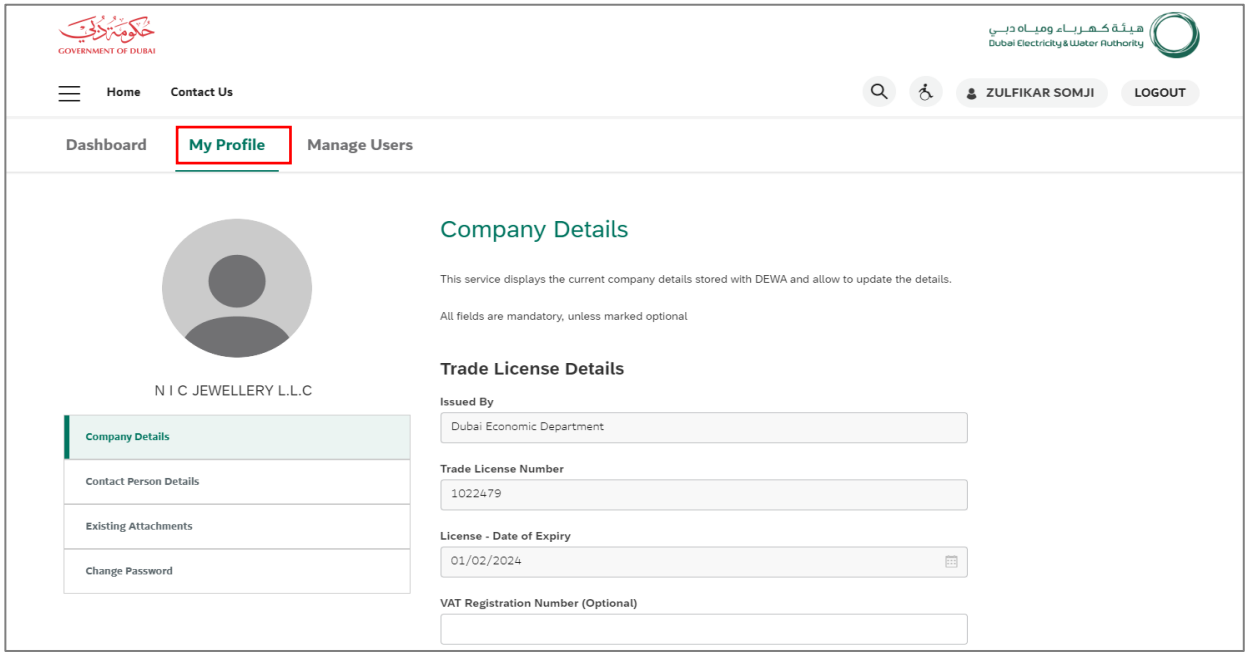


User Action: Enter Password for the given login

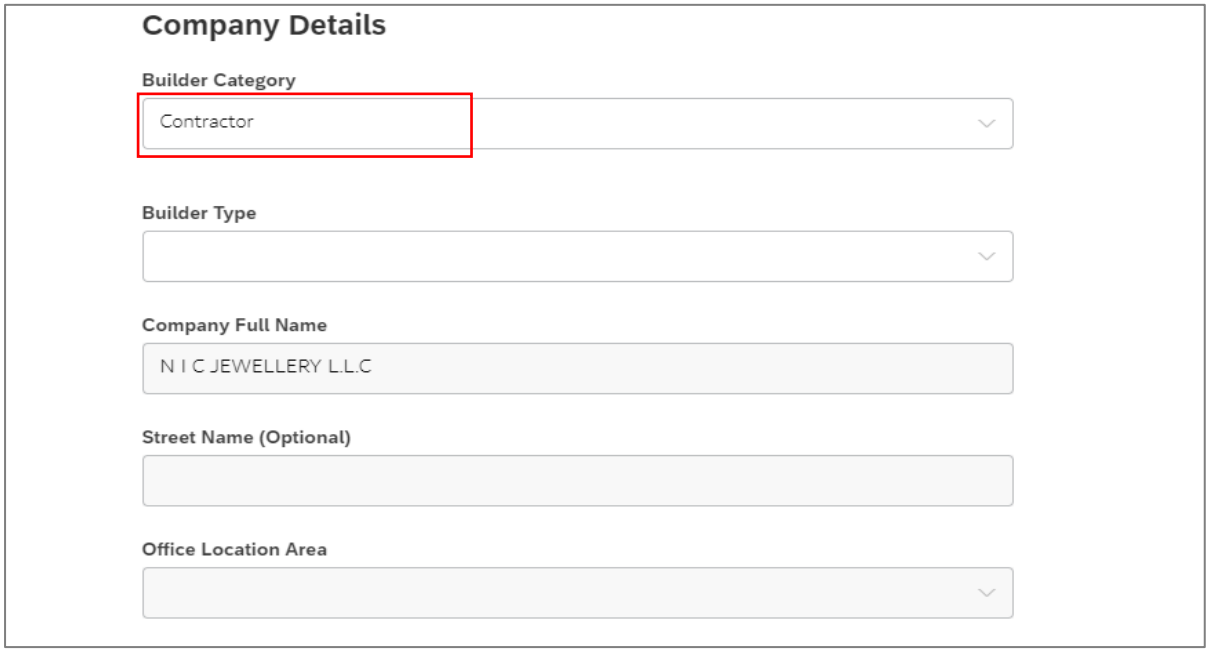


User Action: Click on **Login** button

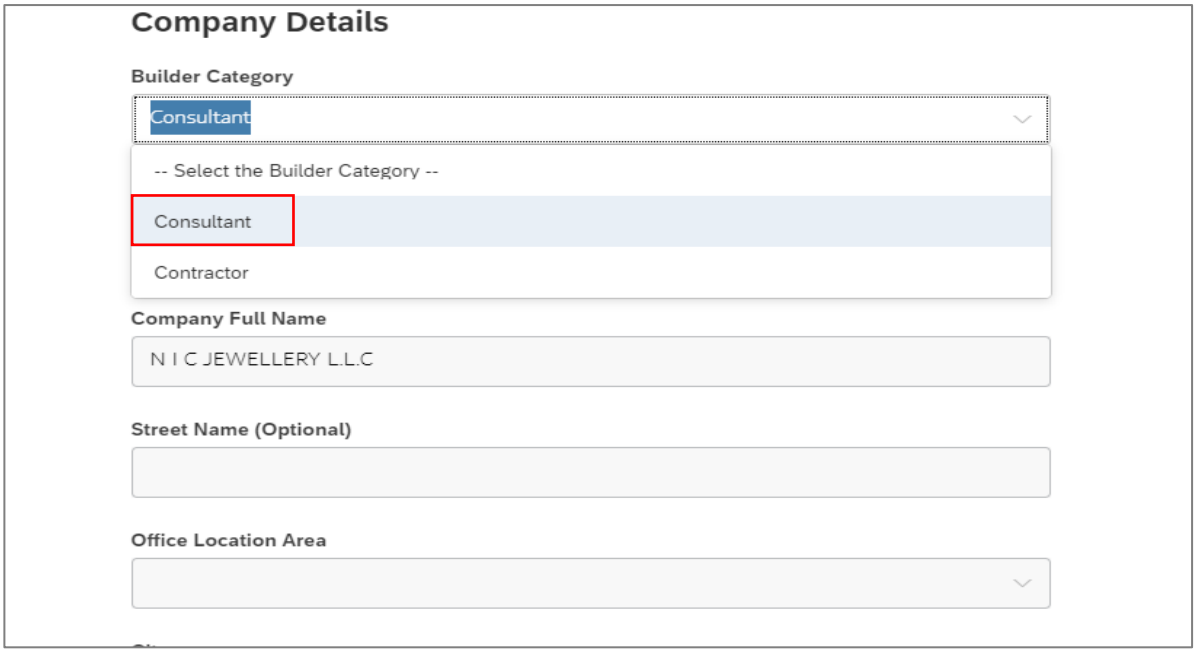
1.2.2 Update Company Details



User Action: Once you have successfully logged in, Click on My Profile to view company details



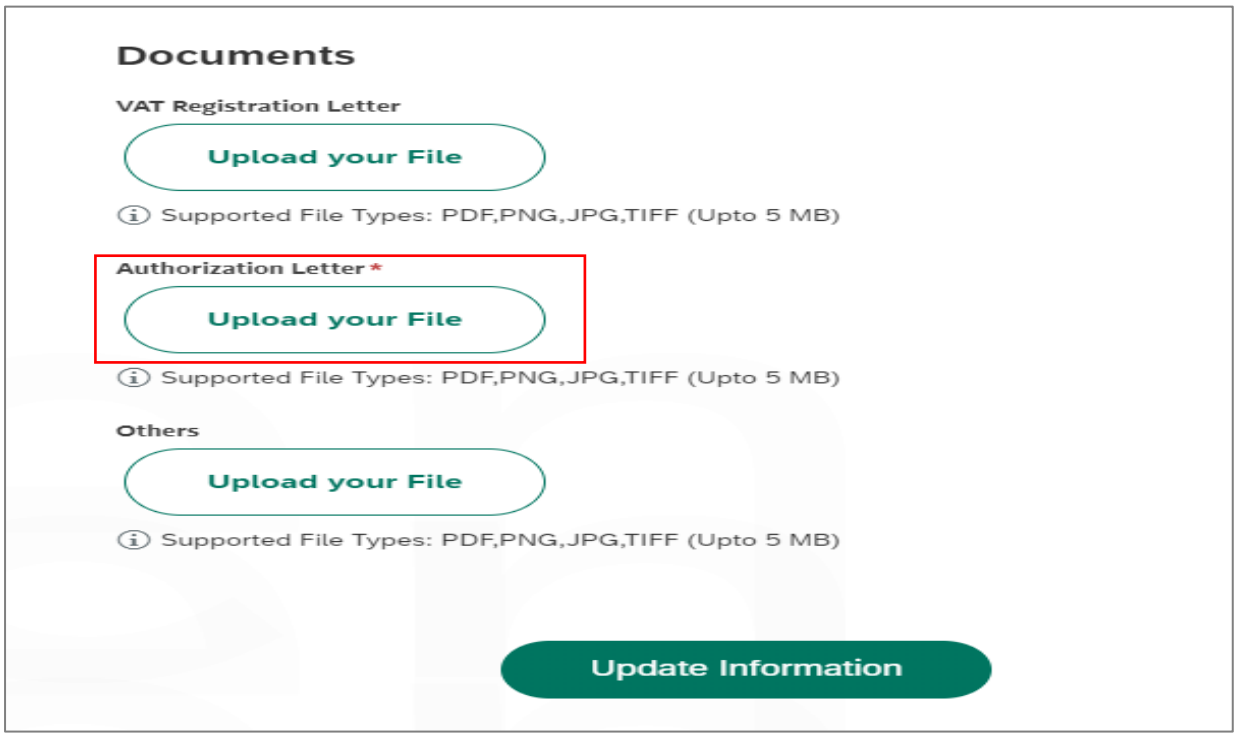
User Action: scroll down and select builder category which is given as Contractor. We will now update it.



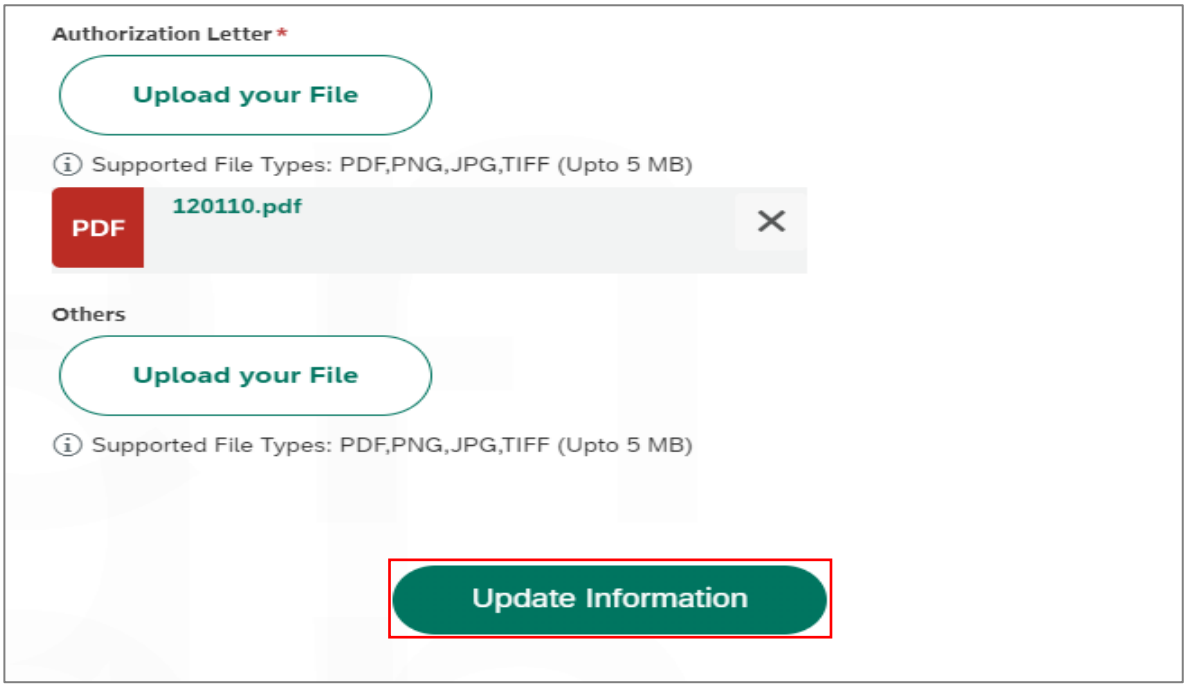
User Action: Update the category from Contractor to Consultant

User Action: Select Builder Type to update the information

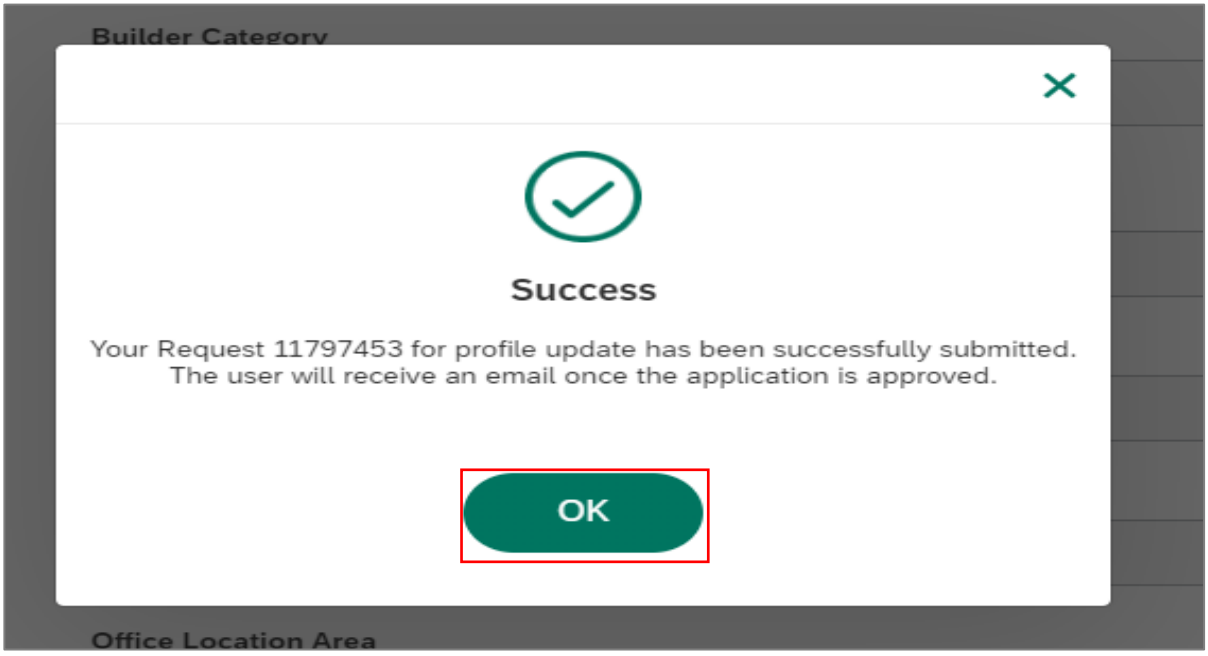
User Action: Select Builder type as Utility



User Action: Upload documents such as Authorization letter and click on Upload your file



User Action: Finally Update Information after all required information is updated



User Action: Success message is shown after the profile is updated , Click Done.