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|  | **Update Your Account Details** | | **OMRS-008** |
| 1. From the **Home** page click on the **My Account** button located at the left side menu   **Note:** There are tree tabs across the top – **Contact Details, Password** and **Email** that can be updated    You cannot change the name using this online service. Please contact [bdm@justice.tas.gov.au](mailto:bdm@justice.tas.gov.au) and provide evidence such as a name change or marriage certificate if you would like to update your name with BDM.  **Update Contact Details**   1. Tab through the residential address, postal address and contact fields and update the information where applicable 2. When you are happy with the changes you have made click on the **Save** button 3. A confirmation message will appear that your details have been updated. If you are a civil celebrant you will also need to tell the Marriage Law and Celebrants Section so they can update their records     **Update Password**   1. Click on the **Password** tab 2. Enter your new password and then re-enter to confirm your new password (your password must contain at least one symbol or punctuation character) 3. Click on the **Save** button   **Update Email**   1. Click on the **Email** tab 2. Enter your new email address 3. Click on the **Save** button | | **Note:** You will need to use this email as your username next time you log into your account | |