

Vendor Profile: Updating the CEO Section

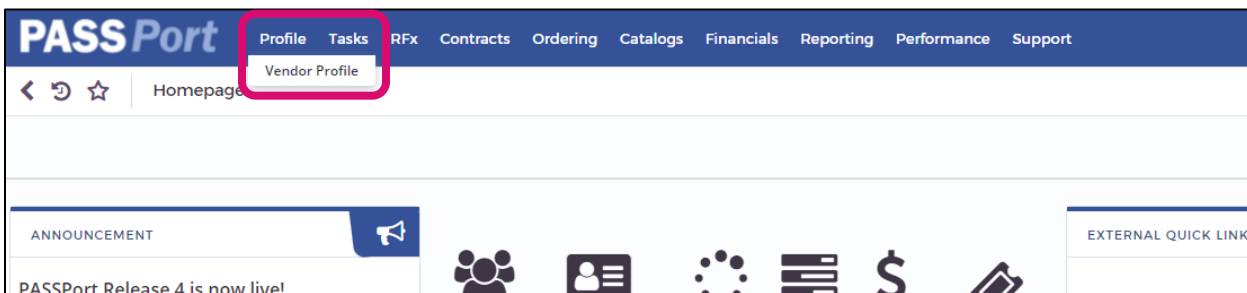
To update the **CEO (OR EQUIVALENT) INFORMATION** section on a **Filed** vendor profile in PASSPort, a **Change Request** needs to be submitted.

Note: Before initiating a Change Request, navigate to the **Vendor Profile > Contacts** tab and add the contact you want to identify as the new CEO (“+Add a Contact”). Be sure to assign at least one role to the new contact. If your organization’s CEO is to access the account, have the CEO register an NYC.ID to create login credentials.

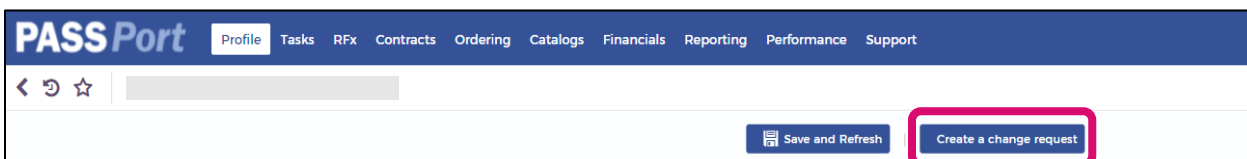
Here are the instructions on how to submit a Change Request to update the CEO section.

Note: Any other changes you might want to complete (e.g., Principal Questionnaire updates) can be completed as part of this Change Request submission.

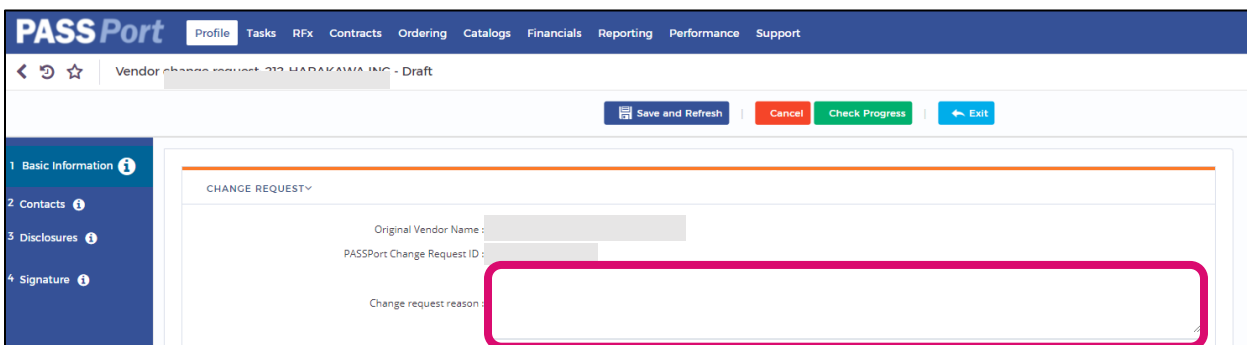
1. On the PASSPort homepage, click the **Profile** menu option, then **Vendor Profile**.



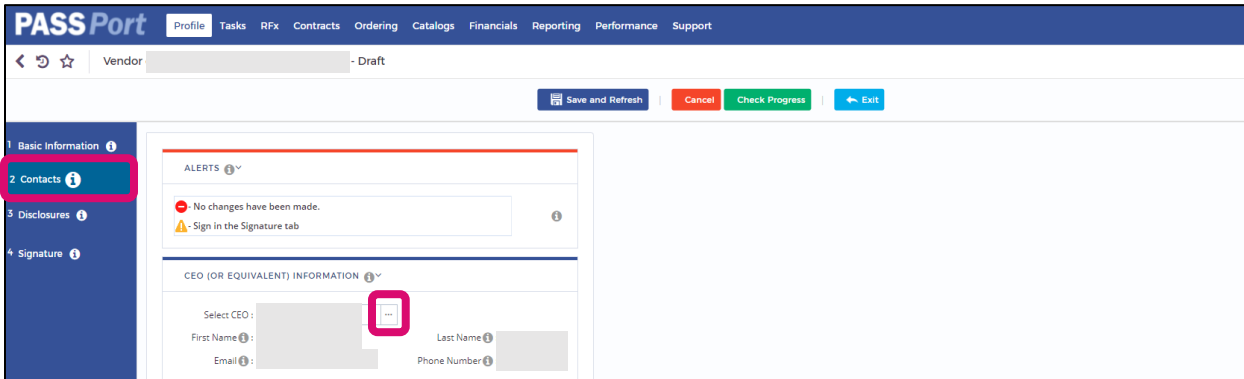
2. Click on the **Create a change request** button.



3. Enter a **Change request reason**.

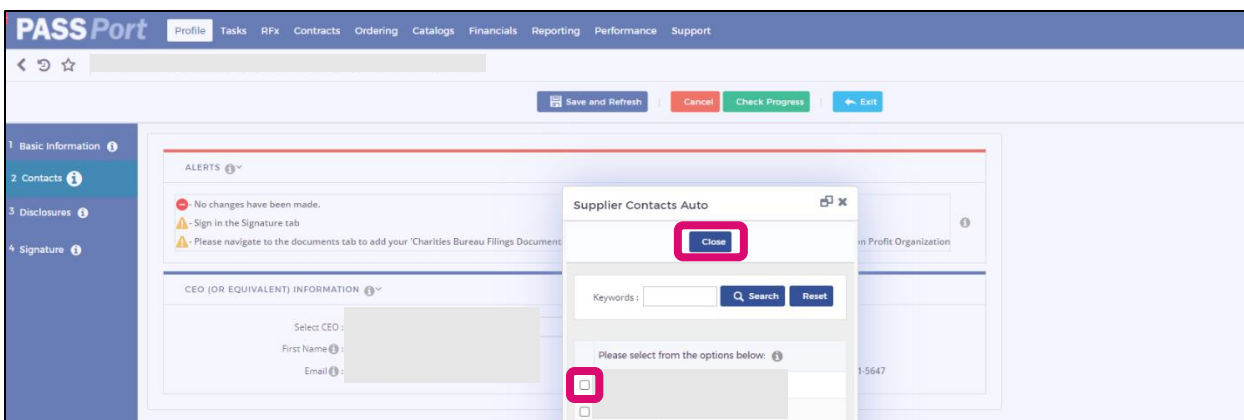


4. Click on the **Contacts** tab. The **CEO (OR EQUIVALENT) INFORMATION** section will display. Click the **ellipsis** (three dots) to select the contact you want to identify as the CEO.

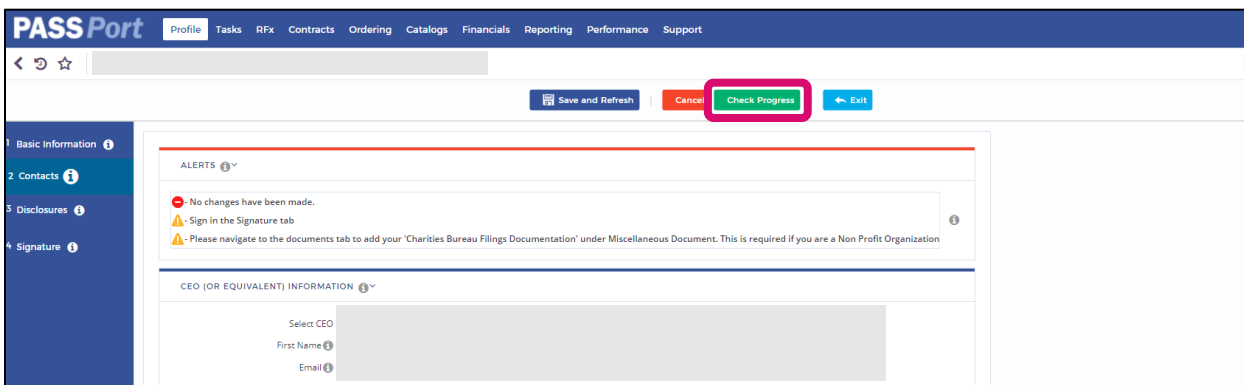


Note: If you can't find the contact you want to identify as the CEO, cancel the Change Request and add the contact to the **Vendor Profile > Contacts** section. Then initiate a new Change Request. The contact should appear now when clicking the ellipsis.

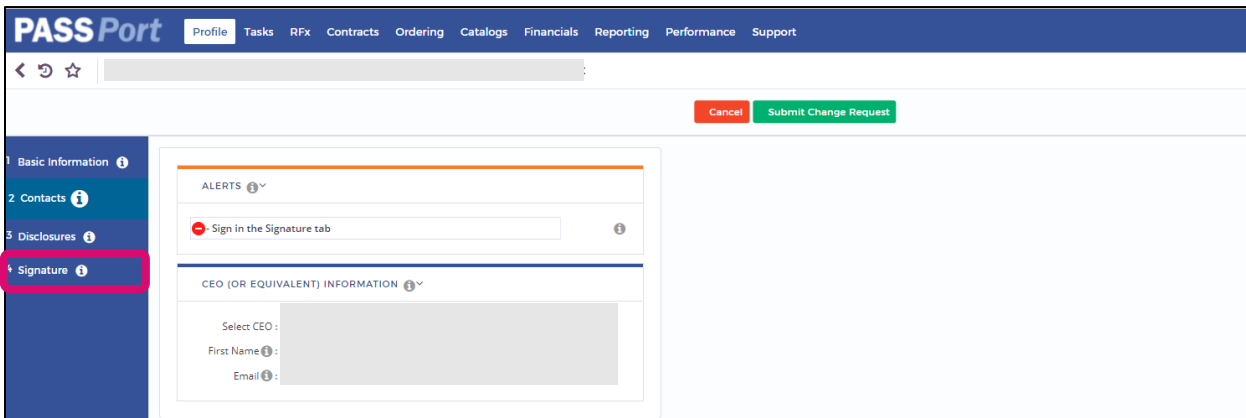
5. In the pop-up window, select the appropriate contact by clicking the **check box** next to their name. Once a selection is made, the fields will populate with the information. Click **Close**.



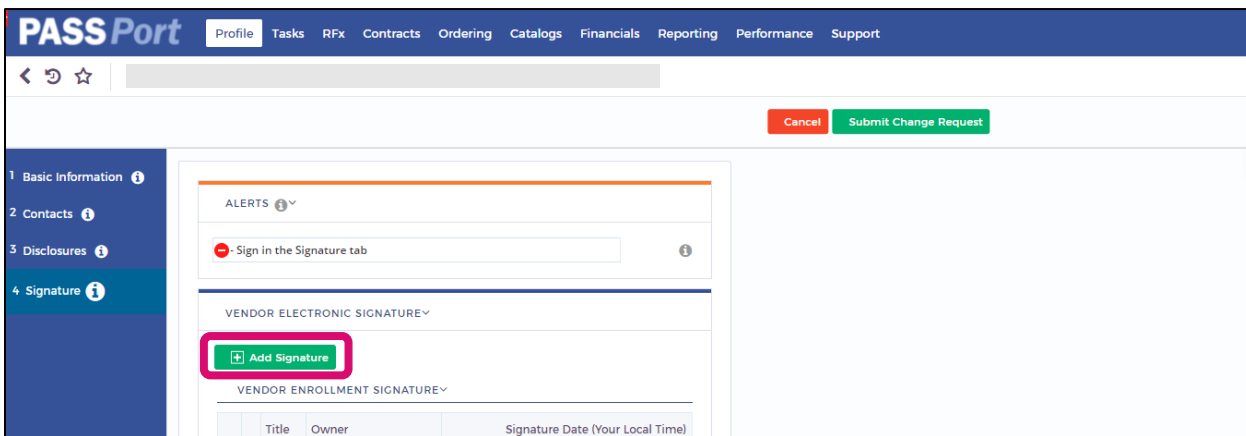
6. If there's anything else you want to change on the Vendor Profile, make the updates now as part of this Change Request submission. Once you're ready to submit the Change Request, click **Check Progress**.



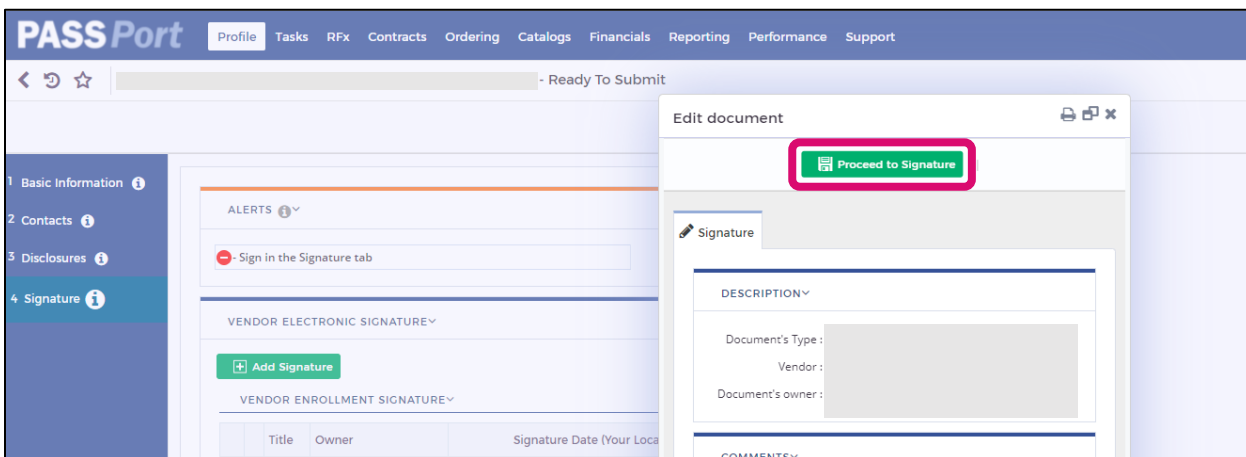
7. Click the **Signature** tab.



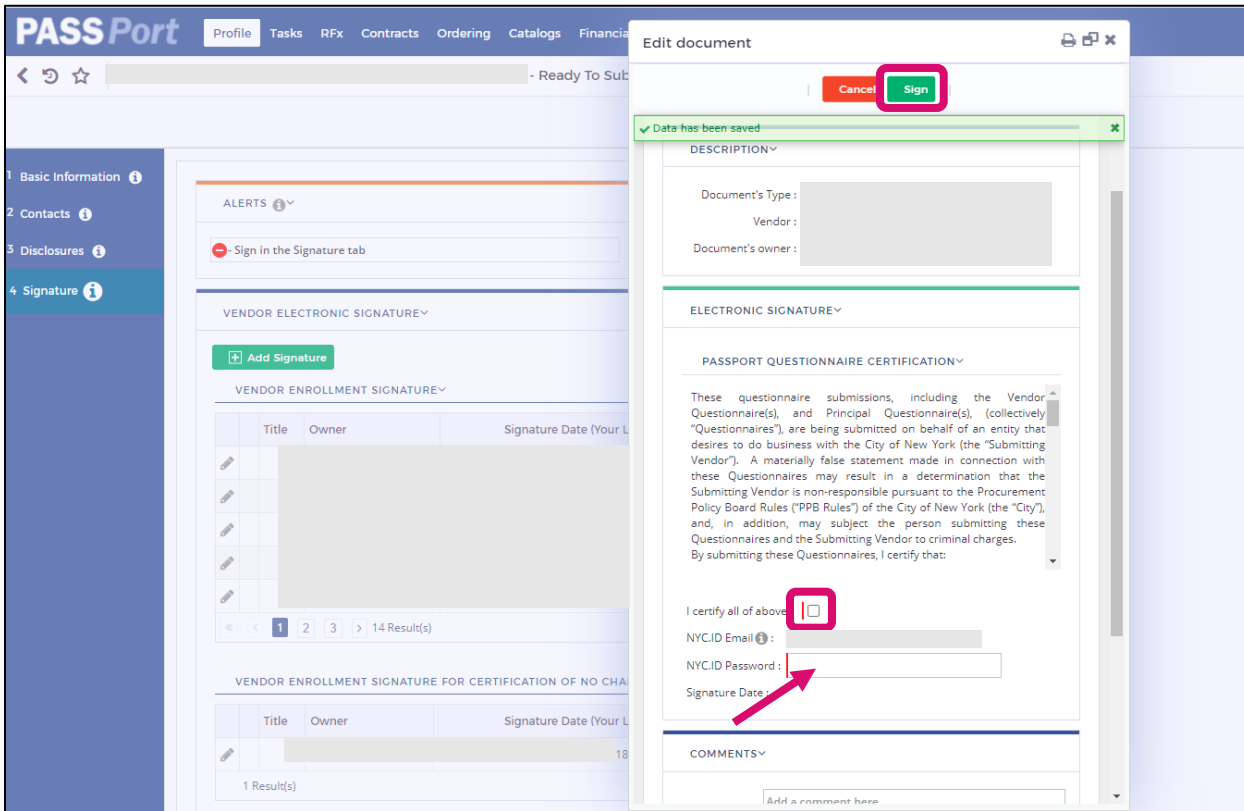
8. Click the **Add Signature** button to sign the Change Request.



9. A window will pop up. Click the **Proceed to Signature** button. **Note:** Only a contact with a Signatory role listed in the **Vendor Profile > Contacts** tab can sign a Change Request.

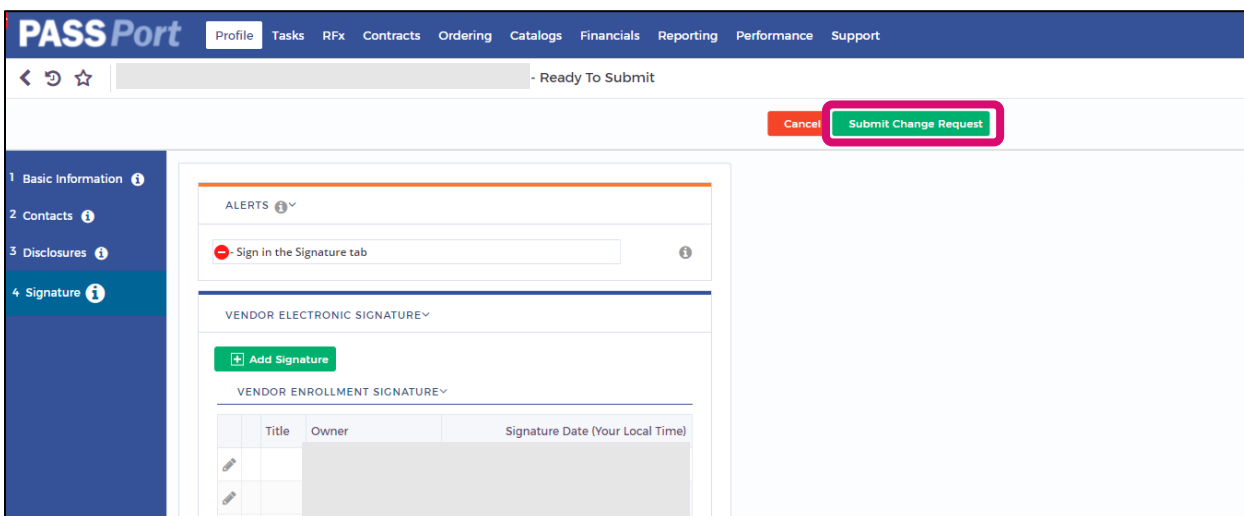


10. Click the **I certify all of above** check box and enter the **NYC.ID Password** (which is the password you use when logging in to PASSPort), then click **Sign**.



11. If the signature has successfully been applied to the Vendor Electronic Signature table, click **Submit Change Request**.

Note: Only a contact with a Signatory or Vendor Admin role can submit a change request.



The new CEO details will now appear in the CEO section of your **Vendor Profile > Contacts** tab.