	Submit Incomplete Profile Change Request (QRG)

Applies to:	Ameren Supplier
Description:	Submit Incomplete Profile Change Request
Sub-Application	Oracle Cloud ERP
Prerequisites	None
Estimated Time to Completion	5 - 10 minutes

Introduction

This article can be used by Ameren Suppliers to Submit Incomplete Profile Change Request that Supplier started but did not submit.

Complete these steps:

Step	Illustration
1. **Login to the Portal** **NOTE: if you do not know your password click on the Forgot Password link, put in your username (your email address) and the system will send you a code to login with)**	

2. **Click Supplier Portal.**	
3. **Click Manage Profile**	
4. **Click Edit**	

5. Click Review Changes	
6. Click Submit	
7. You will get a confirmation once you have submitted the change. If you do not get a confirmation, you have not submitted the change request.	

Version Control

Number	Date	Purpose / Changes	Author(s)
1.0	09/19/2023	Document Creation	Tiffany Pallme