



## Update a User ID (login)

Once you have a User ID you need to update details whenever they change. Learn how to update your customer, branch and user details.

### Further information

#### [Update your details](#)

Users can change their own password, telephone or fax number. Administrators can update these details, and more, for any User.

#### [Administrators: update your users](#)

Administrators can create and amend Users; lock or restrict a User ID (Logon).

#### [Update customer account details](#)

A Global Administrator can create Users and associate them with any established Branch. A Branch Administrator can also create Users and they will automatically be associated with that Branch.

If none of the above has answered your question, please send your [question](#) to the Intellectual Property Office team.