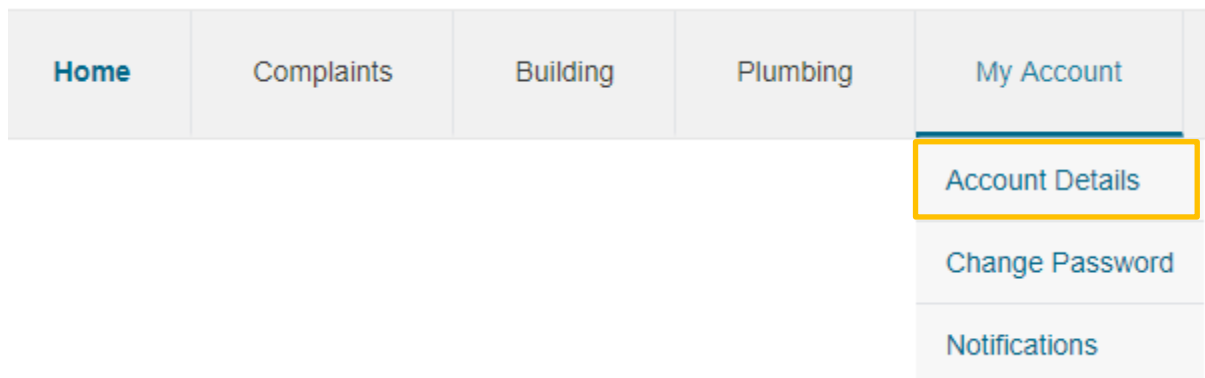


Editing My Account Information (Practitioner)

If you are a **Practitioner**, you cannot edit your account details in VBA360. You must go to **eToolbox** to change your details, however you **can** view your account details and practitioner information.

To **View** your **Account** information as a **Practitioner**:

1. Hover your mouse pointer over **My Account** and click onto **Account Details**.



You will be taken to the **My Account Details** page

2. Under the **My Account Details** page, you can see your account details

Home > My Account > Account Details

My Account Details

Title:	Mr
First Name:	Doug
Last Name:	Telumb
Date of Birth:	26-11-1973
Address:	13 HORSE RD, EPDENE VIC 3003
Phone Number:	03 0000 0000
Mobile Phone:	0400 000 000
Email address (Username):	@gmail.com
Preferred Contact Method:	Any

Edit Profile **Change password**

Edit Profile Is disabled

Message to remind you that you need to update your details via eToolbox

As an existing eToolbox user, you must maintain your contact details via eToolbox. These changes will be picked up and reflected here.

3. Further down the **My Account Details** page is an example of information related to your **Practitioners Profile** with details provided from **eToolbox**

Plumbing Practitioner Profile

Licence Number:	321PLUMB
Status:	Current (Licensed)
Renewal Date:	10-07-2017

Accreditation Category	Type	Class Code
Fire protection - restricted to commercial or industrial fire sprinklers	Licence	FCI
Gasfitting – restricted to disconnect / reconnect	Licence	GDR
Roofing (stormwater) – restricted to class 10A buildings	Licence	CBD
Backflow prevention	Licence	BFP
Mechanical services – restricted to duct fixing	Licence	MDF
Drainage	Licence	D

4. Below the **Plumbing Practitioner Profile** section is an example of the **Builder Profile** section information provided from **eToolbox**

Builder Profile

Licence Number:	321Build
Status:	Current (Licensed)
Renewal Date:	26-02-2017

Accreditation Category	Type	Class Code
DBU	Licence	BBB