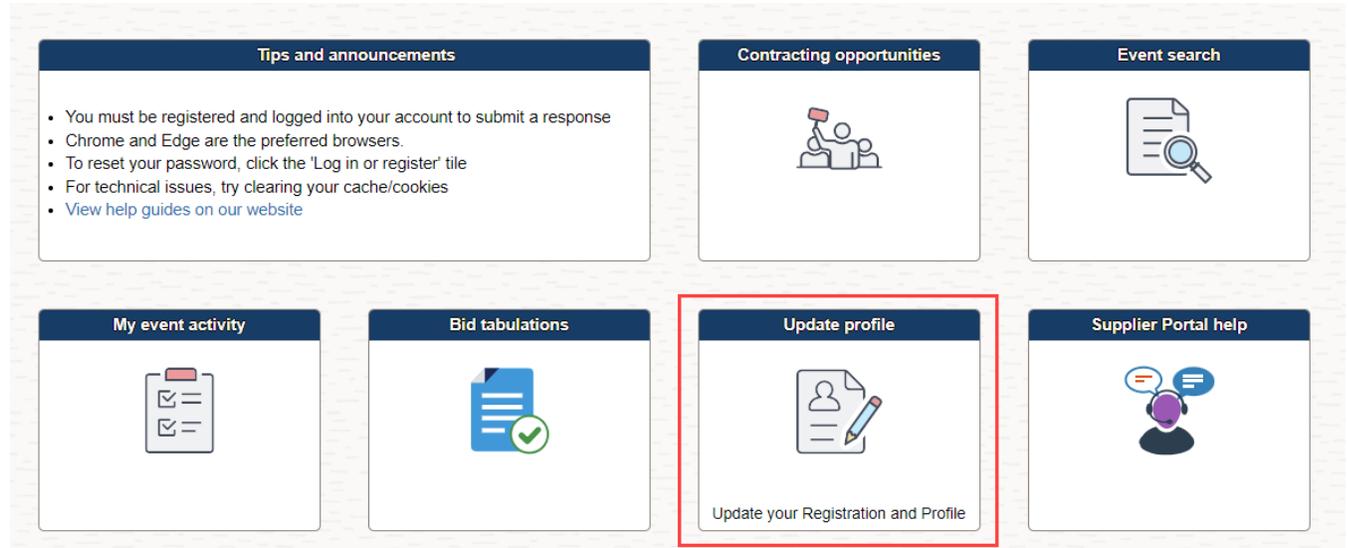


Update your address

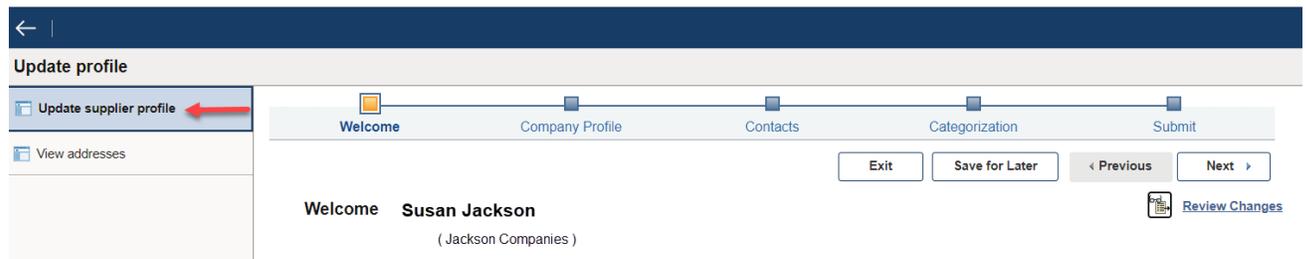
1. Log into the Supplier Portal then select **Update Profile**.



2. Depending on how you are registered, **the next page can display two different ways:**

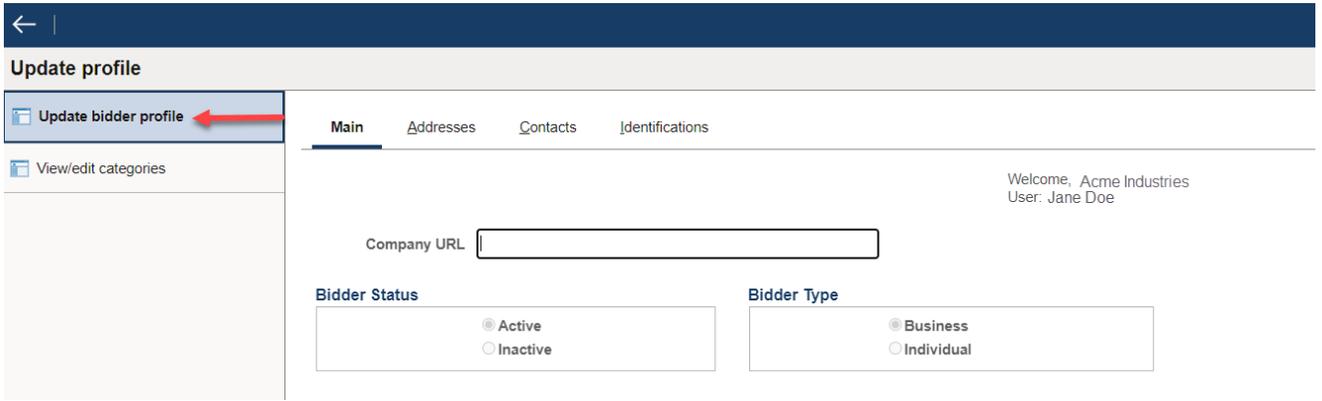
- a) If you are registered as a Supplier, your screen will look like below.

[Click here](#) for the steps to update your address if you are a supplier.



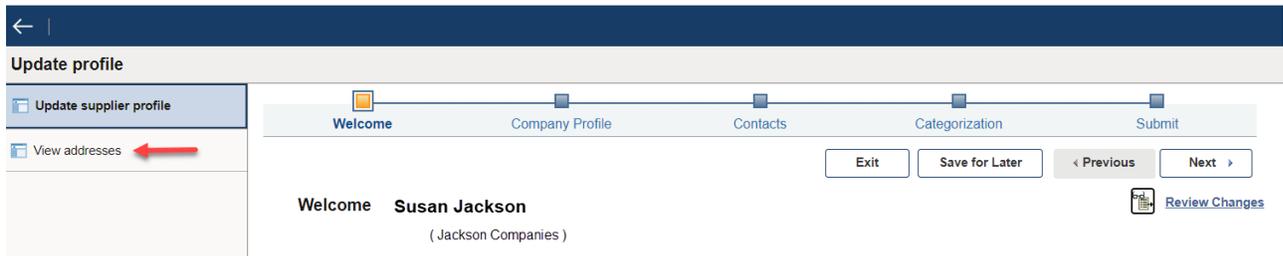
- b) If you are registered as a Bidder your screen will look like below.

[Click here](#) for the steps to update your address if you are a bidder.

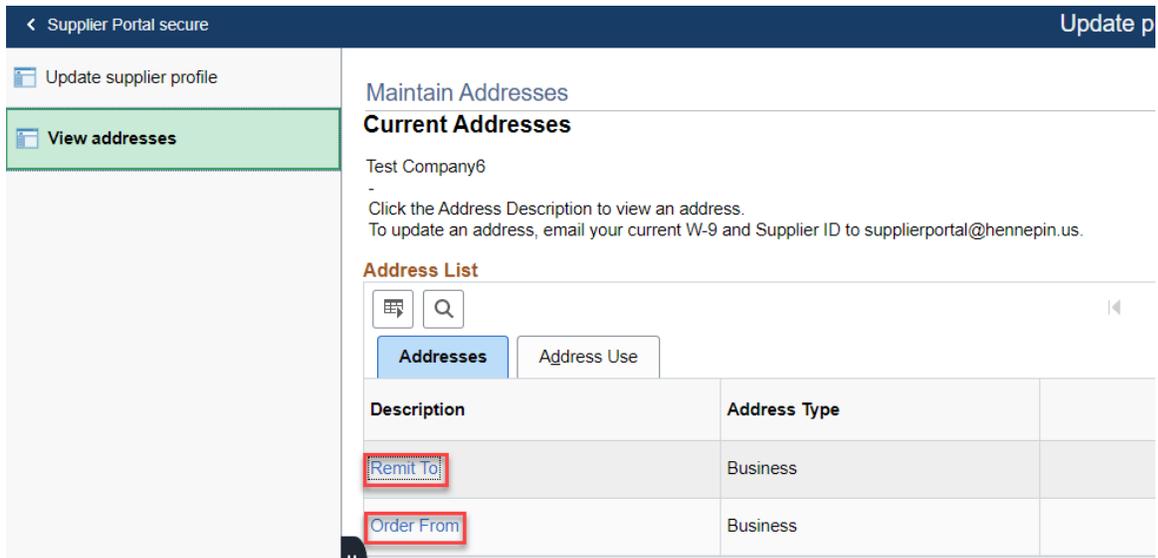


Update supplier profile

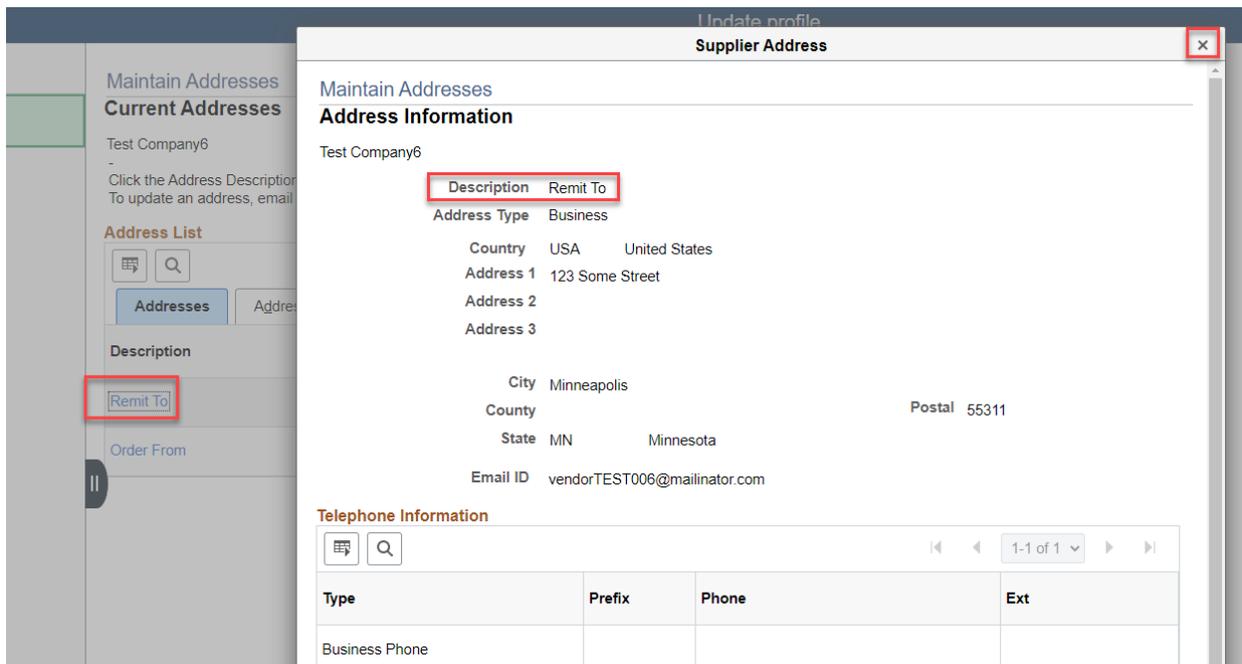
1. Select **View addresses** link.



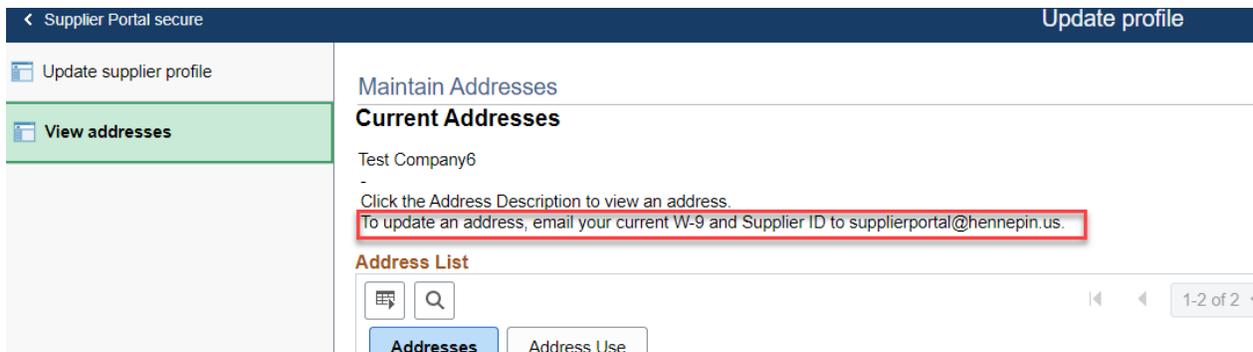
3. Click each link in the **Addresses List** section to view your addresses.



4. A popup box will display with the address information. Click the **X** when you are done reviewing.



5. To update an address, email your current W-9 to supplierportal@hennepin.us.



For more help:
Visit [Supplier Portal help](#)
Call (612) 543-5412
Email supplierportal@hennepin.us

Update bidder profile

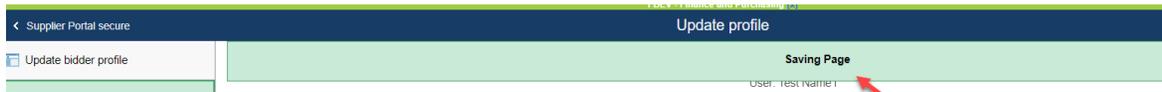
1. Select **Addresses**.

The screenshot shows the 'Update profile' interface with the 'Addresses' tab selected. The 'Main Address' checkbox is checked. The address details are as follows:

Field	Value
Country	United States
*Address 1	300 S 6th St
Address 2	
Address 3	
*City	Minneapolis
County	
*State	MN
Postal	55487

Buttons: Add a New Address, Delete, Save (highlighted).

3. Edit the addresses as needed, then select **Save**.
4. If you need to add a new address, select the **Add a New Address** button. Fill out required fields, then select **Save**.
5. The Saving Page message will display and then disappear when done saving.



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