

About this guide

Steps to **review and update your personal information** (name, phone, ID, email, vehicle notes) from the side menu.

Your community may require certain fields; if saving fails, read the message on screen.

BEFORE YOU START

- You are signed in to EPASS.
- Your profile allows **My data** in the menu (not available for every security-only profile).
- You have the information you want to update at hand.

WHAT YOU WILL DO

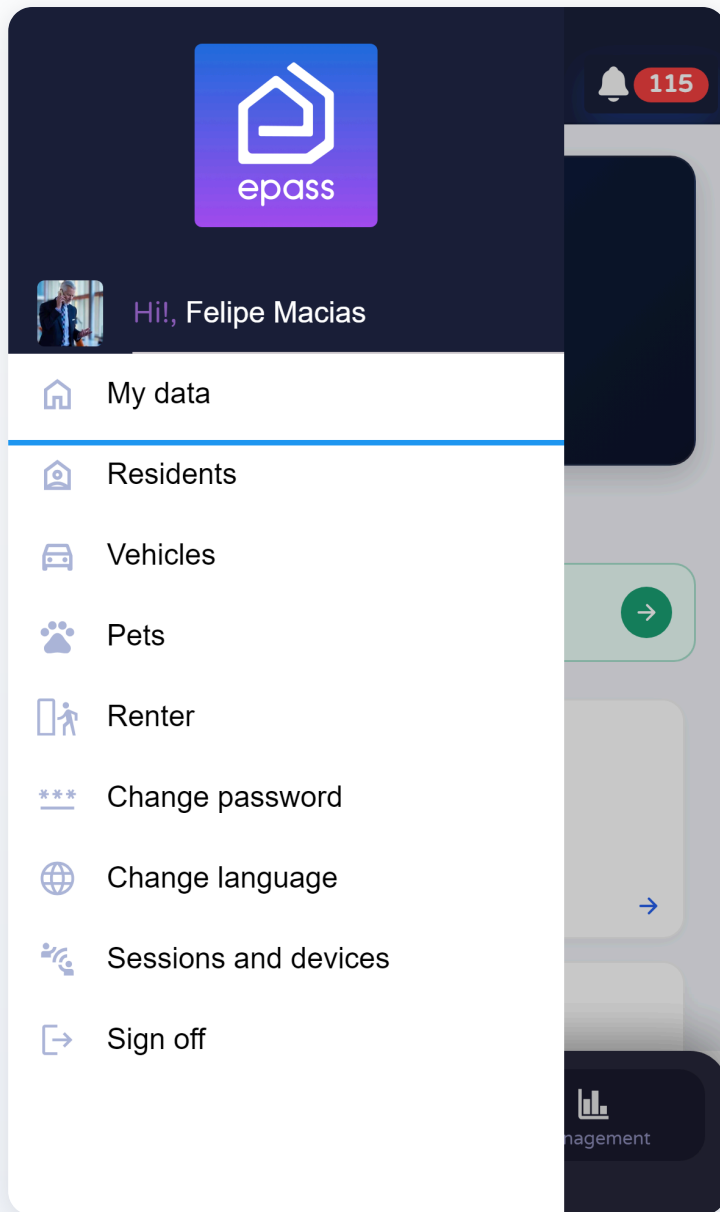
Open the **menu**, choose **My data**, **confirm** in the dialog, then edit your details and **save** when you are ready.

STEPS

STEP 1 Open the menu and tap My data

From **Home** (or your main tab), open the **side menu**. Tap **My data** (home icon).

Screenshots may show a blue outline around the row — that highlight is only for the manual.

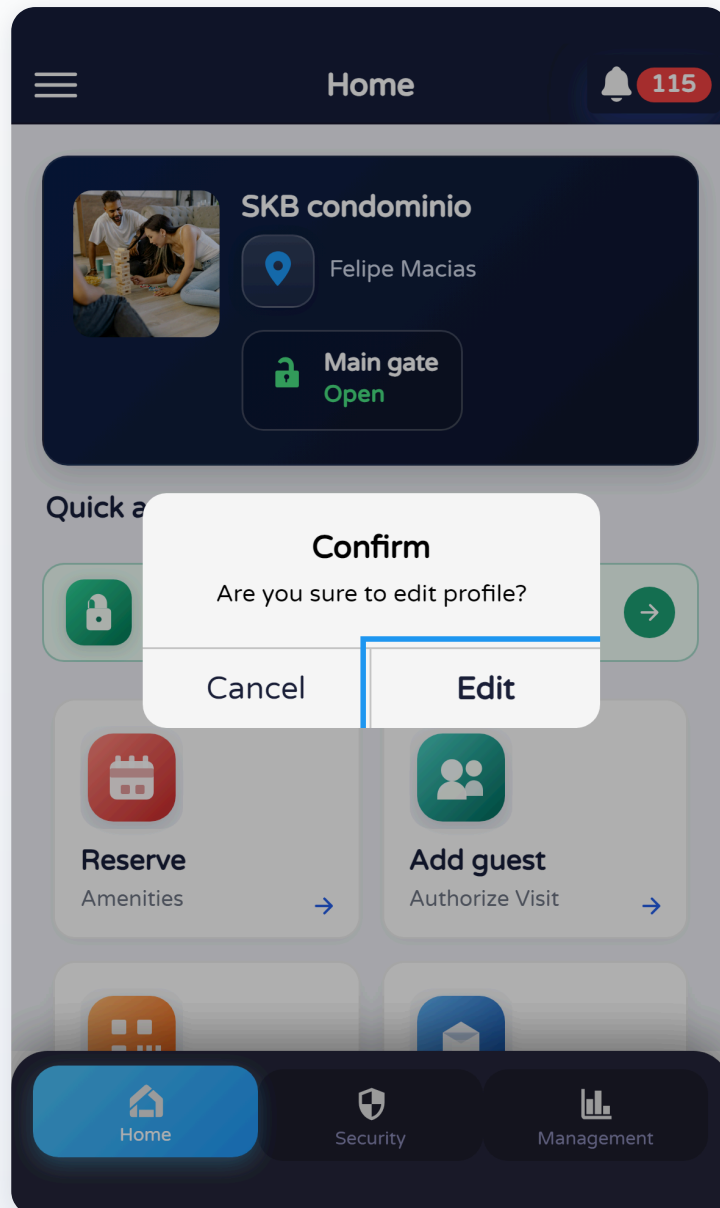


Side menu — My data

STEP 2 Confirm that you want to edit

A dialog asks if you want to edit your profile. Tap **Edit** to continue (or **Cancel** to stay on the current screen).

Screenshots may show a blue outline around the button — that highlight is only for the manual.

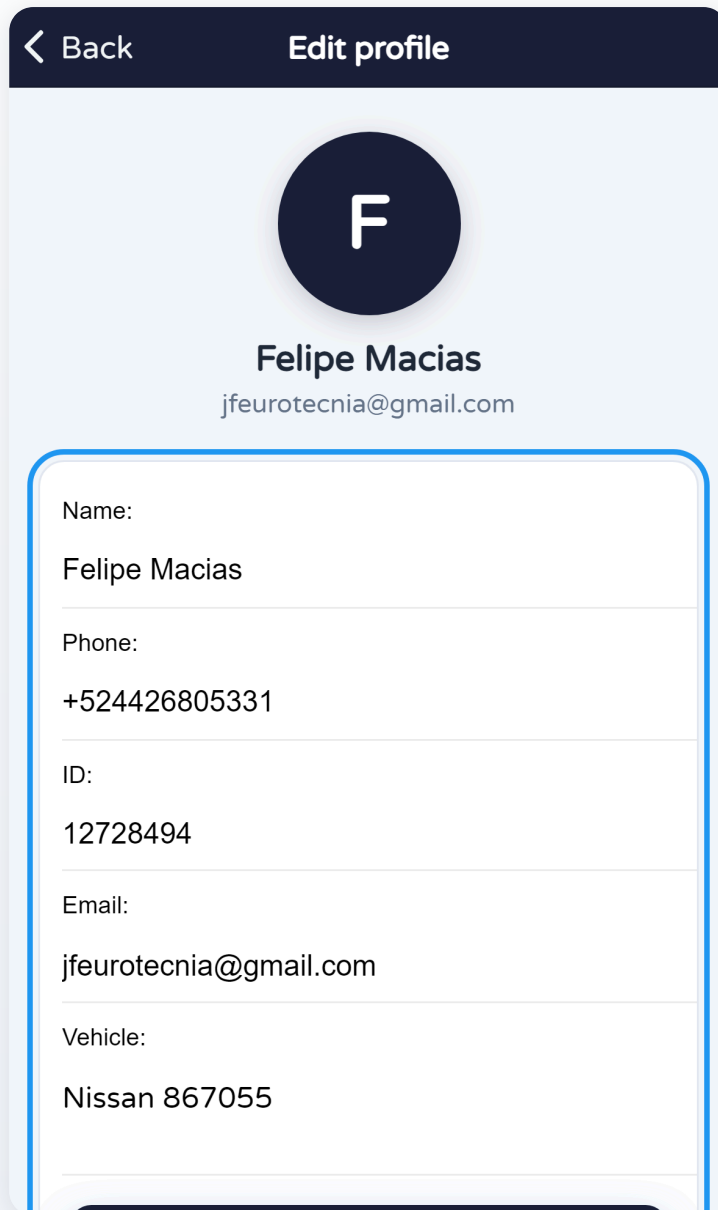


Confirmation dialog before editing

STEP 3 Update your details and save

On the profile screen, change the fields you need and tap **Save** (or the equivalent action with the save icon).

The automated screenshot does not submit changes if you prefer to avoid altering the test account.



The screenshot shows a mobile application interface for editing a profile. At the top, there is a dark blue header with a white back arrow and the text 'Back' on the left, and 'Edit profile' on the right. Below the header is a light blue background. In the center, there is a dark blue circular profile picture placeholder containing a white letter 'F'. Below the profile picture, the name 'Felipe Macias' is displayed in bold black text, followed by the email address 'jfeurotecnica@gmail.com' in a smaller font. Below this information is a white rounded rectangular form with a blue border. The form contains five input fields, each with a label and a value: 'Name:' with 'Felipe Macias', 'Phone:' with '+524426805331', 'ID:' with '12728494', 'Email:' with 'jfeurotecnica@gmail.com', and 'Vehicle:' with 'Nissan 867055'. The form is set against a light blue background.

Profile form — personal data

QUICK TIPS

- If you do not see **My data**, your profile may not include this option — contact your administrator.



Thank you for using EPASS

Help guide for updating personal data from the menu.

User manual · Profile · EPASS · 2026