## EDITING YOUR PERSONAL OR COMPANY PROFILE

Once you have successfully created your STARS account, there may be an instance where some of your personal or company information may have changed, such as a phone or fax number, email address, or maybe even your company contact person. The following tutorial will show you how to make these changes in STARS.

- 1. Log into your STARS account by going to the CalRoute webpage at <a href="https://calroute.dot.ca.gov">https://calroute.dot.ca.gov</a>
- 2. Once logged into STARS, click on the **My Profile** link in the upper right hand portion of the page to make changes to your profile.

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3. You will now be able to make changes to your phone number, fax number, and/or email address from this page.

All fields are required.*					
Username:	trainingmodule				
First Name:	Instructor				
Last Name:	Stars				
Address:	123 Fake Address				
City:	Sacramento				
State:	CA •				
ZIP Code:	12345				
Email:	s140798@dot.ca.gov				
Phone:	(123) 123-1234				
Fax:	(123) 123-1234				
Update					

Edit User Profile

4. Click **Update** to save your changes to your user profile.

 To make changes to your Company Profile, you must be logged in as a Permit Service Admin. From the menu located on the left hand side of the screen, under Manage, click on Company Profile.

CalRoute
Permits
» List
>> New
-» Report
Route Cle g 
Company Profile
-> Trucking Companies
->> Agents

6. From the **Edit Company Details** page, you can make changes to your company's address, phone or fax number, as well as let you designate a contact person for your company from your list of agents.

Edit Company Details				
All fields are required.				
Company Name:	Training Company			
Physical Address:	123 Fake Address			
Physical City:	Sacramento			
Physical State:	CA •			
Physical ZIP Code:	12345			
Mailing Address:				
Mailing City:				
Mailing State:	AB 🔻			
Mailing ZIP Code:				
Phone:	(123) 123-1234			
Fax:	(123) 123-1234			
Contact Person:	Instructor Stars			
Update				

7. Click **Update** to save your changes to your company profile.