# How to update your SunCares profile

# How to update your SunCares profile – Desktop

Accessing your profile

Once you have logged in to your SunCares account, follow these steps to update your SunCares profile:

1. On the homepage, in the top navigation bar on the right you will see "Hi [your name]".
2. Select your name and then select "My Profile" from the drop-down menu.

Note: From the homepage, you can also scroll down the page and select "View profile" under where your name is listed.

SUNCARES
SUNCOR EMPLOYEES IN COMMUNITY
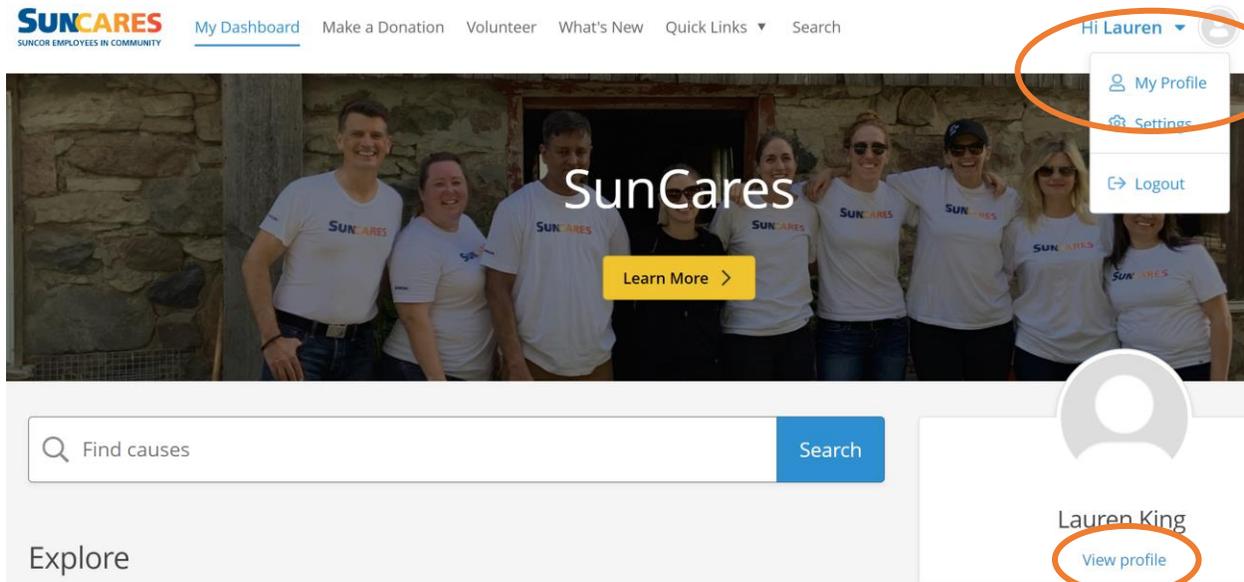
3. Once in "My Profile" there are many opportunities to personalize your account, such as adding your T-shirt size and skills and interests to easily find organizations you care about. There you can also update your login details.
   o Scroll through the tabs to see the different options available.
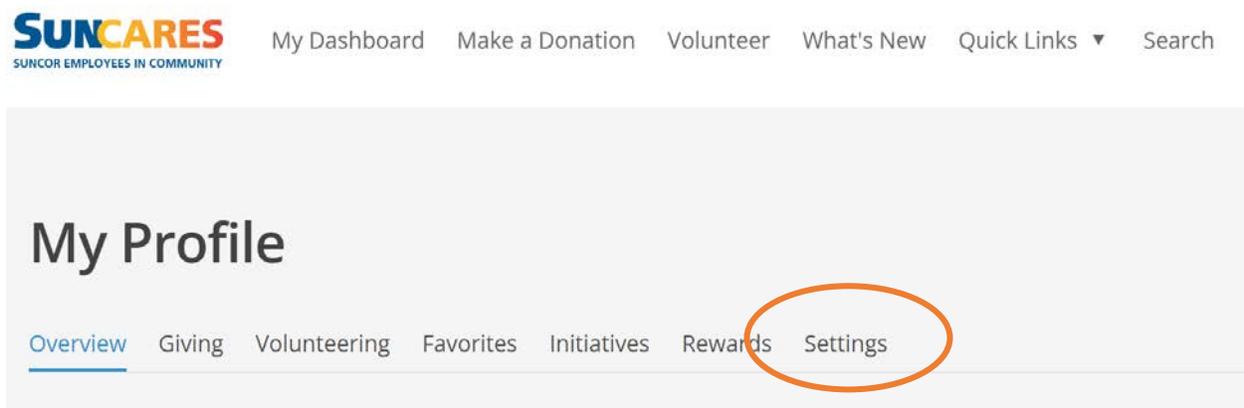
Updating your account information

1. Under "My Profile" select "Settings" and you will find more opportunities to personalize your profile.

2. Click through the options to update:
   o your local time zone
   o notification preferences about Rewards and important dates
   o search location to target nearby opportunities
   o default privacy settings

Updating your e-mail and/or password

1. To update your e-mail or password, under "My Profile" select "Settings" and then "Account". There you will find the fields to update:
   o your preferred email to receive communications from the SunCares program. Note: your email can be either your Suncor email or your personal email.
   o your SunCares password. Your password does not need to be the same as the password you use to access the Suncor network.

2. Once you've made a change, make sure to select "Save".
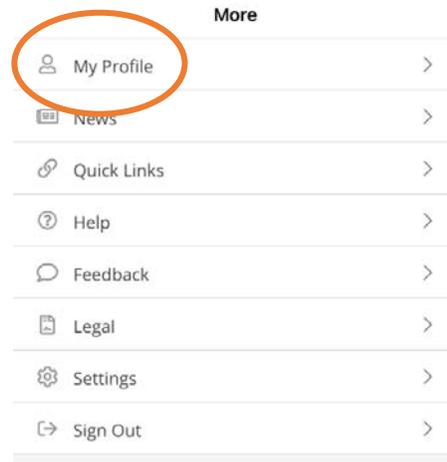
How to update your SunCares profile – Mobile app

Accessing your profile

Once you have logged in to your SunCares account though the app, follow these steps to update your profile:
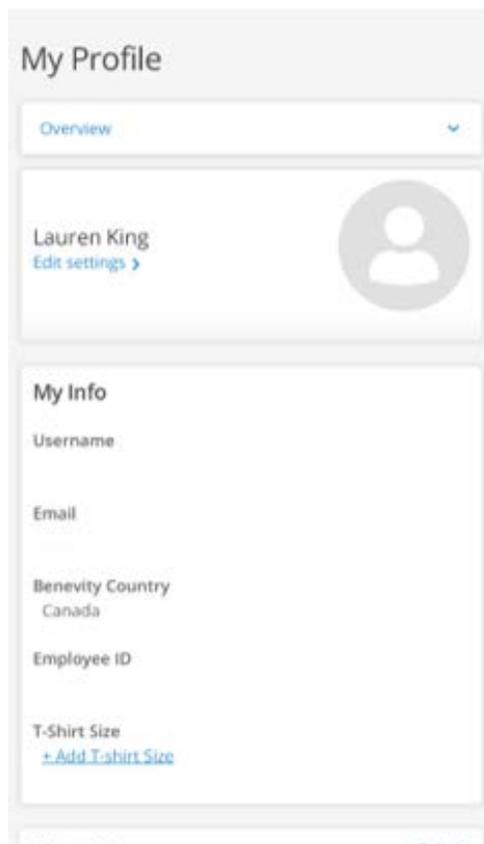
1. From the homepage, select the "More" option on the bottom of your screen.
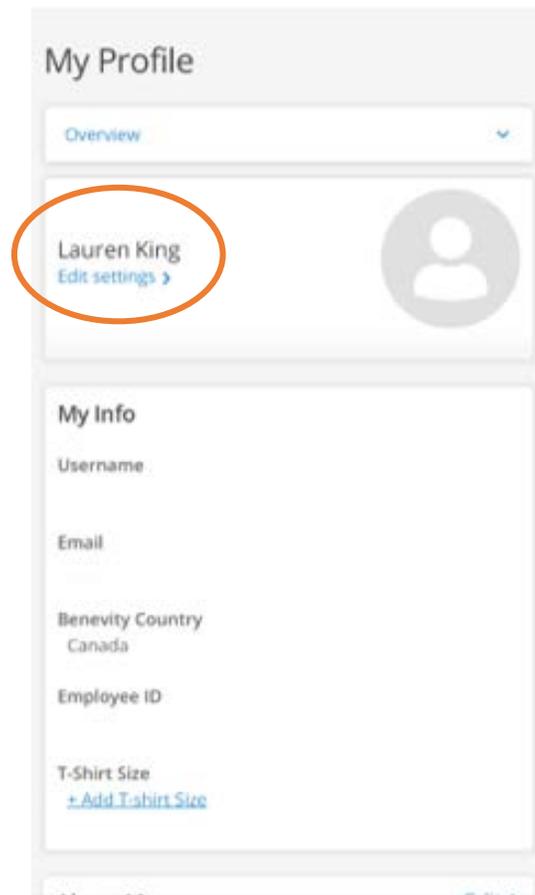

2. Select "My Profile"

3. From the "My Profile" page you can personalize your account, by adding entering information such as your T-shirt size, skills, and interests to easily find organizations you care about.

Updating your e-mail and/or password

1. To update your e-mail or password, on the "My Profile" page, under your name select "Edit settings".

2. You are then taken to a page where you can update:
   o your preferred email to receive communications from the SunCares program. Note: your email can be either your Suncor email or your personal email.
   o Your SunCares password. Your password does not need to be the same as the password you use to access the Suncor network.

3. Once you've made a change, make sure to select "Save".