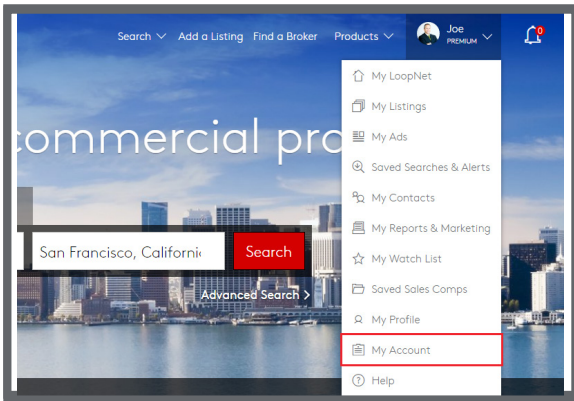


# Update My Account

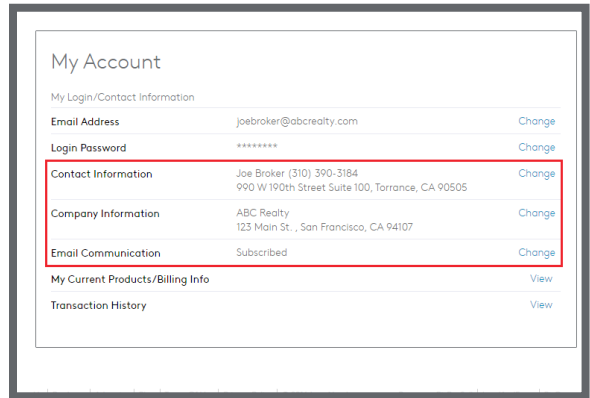


LoopNet Members Can Update their Account and Personal Information.

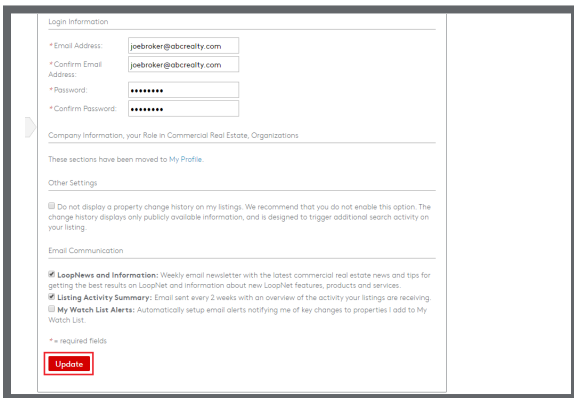
- 1 Log in to [www.LoopNet.com](http://www.LoopNet.com). Click on your name, and select **My Account** from the drop down menu.



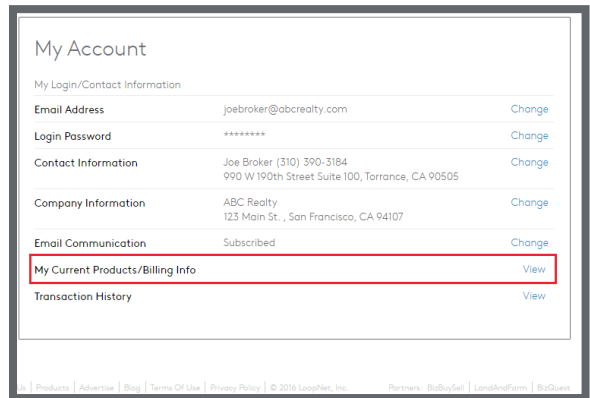
- 2 To update personal or company contact information, click **Change**. You can also change how LoopNet communicates via email to you.



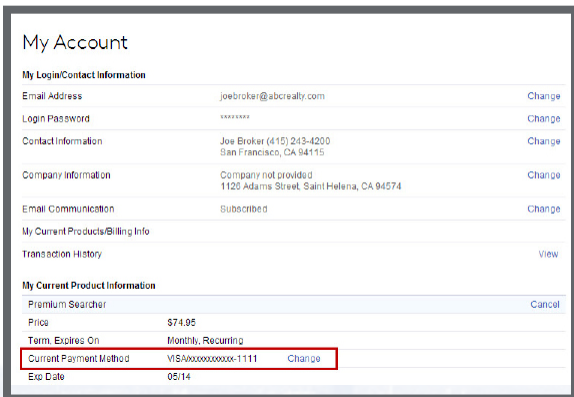
- 3 Update any contact information you would like to change. Click **Update** at the bottom of the page when you are done.



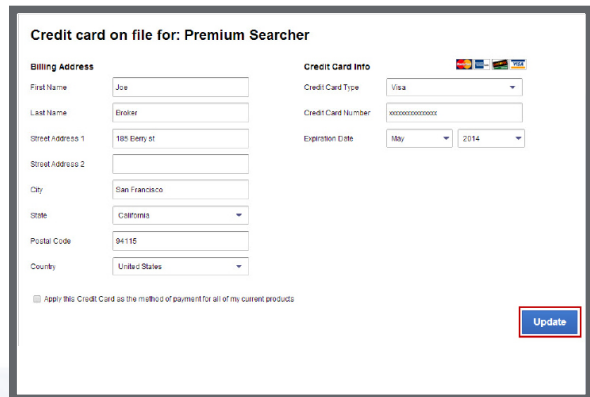
- 4 To update credit card info, select **View** next to **My Current Products/Billing Info**.



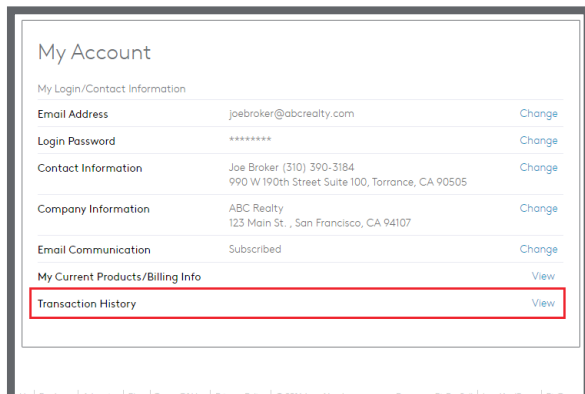
- 5 Click **Change** to update your credit card information.



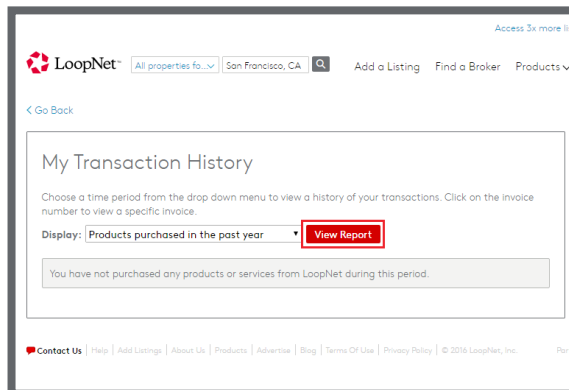
- 6 Update any credit card information and click **Update**.



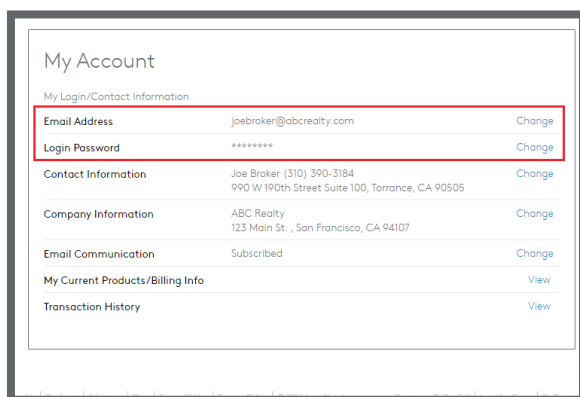
7 To view your transactions history, click **View**.



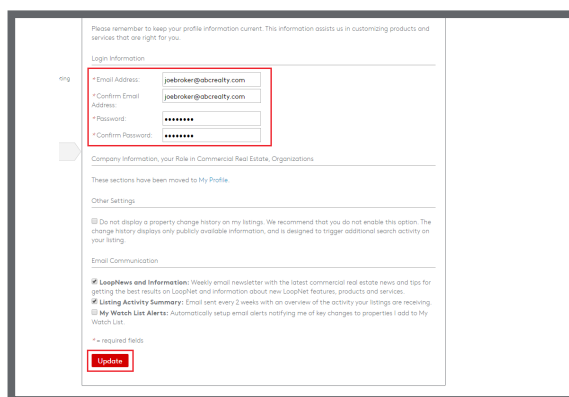
8 You can view your billing history by clicking on the drop down arrow and selecting one of the three choices. Click **View** to see your invoice.



9 You can change your email address or password by clicking **Change** next to Email Address or Login Password.



10 Change your email address. Confirm by typing it in again. Then enter your password and confirm it. Click **Update** to save the changes.



**Start Now!**

(Takes you to Add Listing)