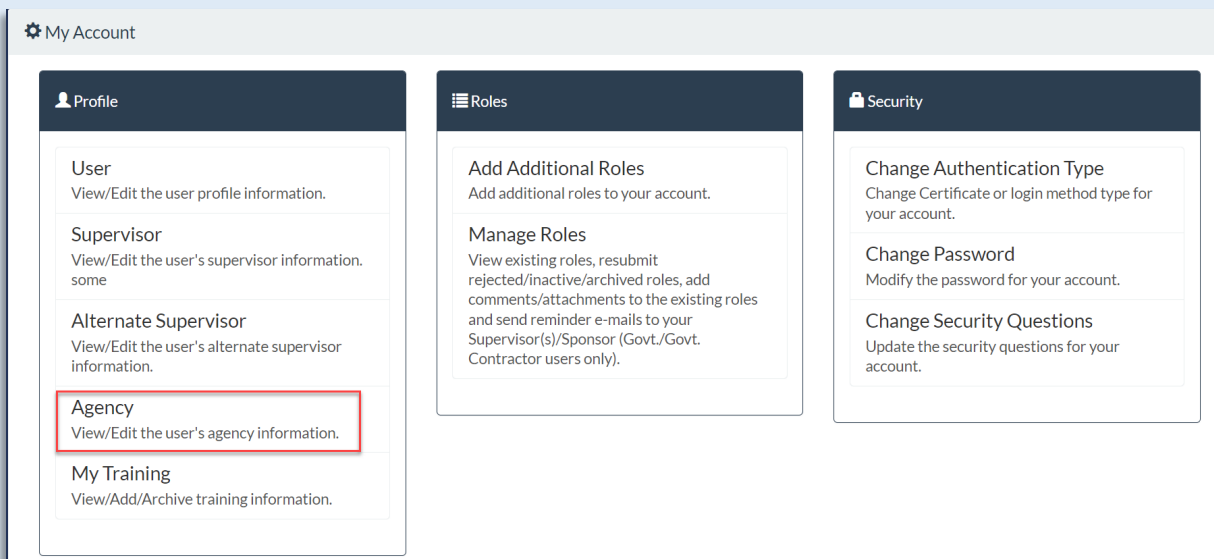# Updating Agency Information

**Reference Guide**

Log into PIEE and click the My Account link at the top of the page.



On the My Account page, click the Agency Link within the Profile section.



The Agency Maintenance page populates with the Agency Information pre-populated from the user's Home Organization's DoDAAC/FEDAAC.

To update the Agency Organization or Office symbol, enter the information into the fillable fields.



Once the information is entered, select the Submit button to continue.

A success screen populates at the top of the page once the information is successfully submitted

**PIEE**
6.16.1 *Procurement Integrated Enterprise Environment*

☼ My Account    Administration ▾    Help ▾

👤 User :    ✖ Logout

Last Successful Logon Date: 2023/06/09 18:55:07 UTC
Last Unsuccessful Logon Attempt: 2023/03/24 17:38:04 UTC

- Info: Your information has been updated successfully.

## ☼ My Account

### 👤 Profile

**User**
View/Edit the user profile information.

**Supervisor**
View/Edit the user's supervisor information.
some

### ☰ Roles

**Add Additional Roles**
Add additional roles to your account.

**Manage Roles**
View existing roles, resubmit rejected/inactive/archived roles, add comments/attachments to the existing roles

### 🔒 Security

**Change Authentication Type**
Change Certificate or login method type for your account.

**Change Password**
Modify the password for your account.