


**TRS Topics:**

**Security Users**  
*Updating User Information*

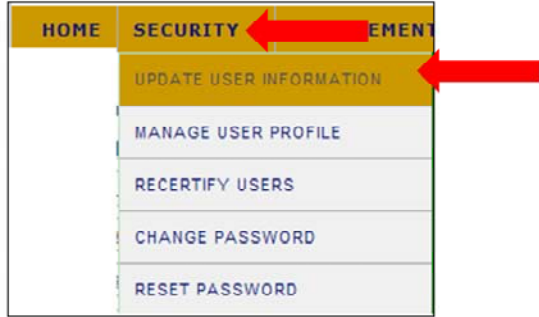
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Hello and welcome to TRS Topics. In this presentation, we will discuss how to update basic user profile information.

If you need an overview of your duties as a security user, please view the presentation entitled Roles and Responsibilities.

All TRS users can update their own information, such as address and phone number. This function is not restricted to security users only.



On the TRS home page, choose the Security option from the top menu bar, then choose Update User Information.

The Transaction Reporting System of the United States Treasury

# TRS

## Edit Information Fields

### Update User Information

Update User Information

\* User ID: SMITH99

\* First Name: John

Middle Initial:

\* Last Name: Smith

Suffix:

\* Street Address 1: 123 Main St

Street Address 2:

Street Address 3:

\* City: Washington

State: DC

\* Postal Code: 20000

\* Country: USA

Phone Number 1 Format: Standard US Other:

\* Phone Number 1: 202-555-1212 Ext: 1232

Phone Number 2 Format: Standard US Other:

Phone Number 2: 202-555-9999 Ext:

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On the Update User Information page, you can update pertinent information for yourself such as your name, work address, and phone number.

Click the Submit button at the bottom of the page to apply your changes.

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## Additional Resources

- TRS Call Center
  - 800-346-5465
  - 301-887-6600
  - [trs@pnc.com](mailto:trs@pnc.com)
- TRS Agency Outreach Team
  - 301-699-6814
  - [TRSAgencyOutreach@pnc.com](mailto:TRSAgencyOutreach@pnc.com)
- TRS User Manuals
  - TRS Security User Reference Manual
  - TRS Agency Reports Help
  - Business Objects General Help

**CASHLINK II SHUTS DOWN DECEMBER 31, 2012**

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Here are additional resources for you should any questions arise about your role as a security user.

Remember, CASHLINK II is scheduled to be shut down on December 31<sup>st</sup>, 2012. It is important for you to ensure that the proper users in your group are active in TRS.

Thank you for viewing this TRS Topics presentation. The TRS Team is developing these presentations as another learning tool for you. Please let us know if you find this format helpful and if there are other topics you would like to have covered. Over the next few months, we'll be adding more information to the TRS Website.

We encourage you to send us feedback at [TRSAgencyOutreach@pnc.com](mailto:TRSAgencyOutreach@pnc.com).