

The background of the slide is a blue-tinted aerial photograph of a city. A prominent feature is a large, circular building with a curved roof, likely a library or a government building. In the distance, a large domed capitol building is visible. The overall scene is a dense urban environment with various buildings and trees.

# How to update profile in Member Portal?

STEP 1 of 6

- Login to the **Member Portal** using your new SAL ID

<https://customer.sal.sg>



**SAL ID** Help ?

Please enter the following information to sign up or sign in

**Email**

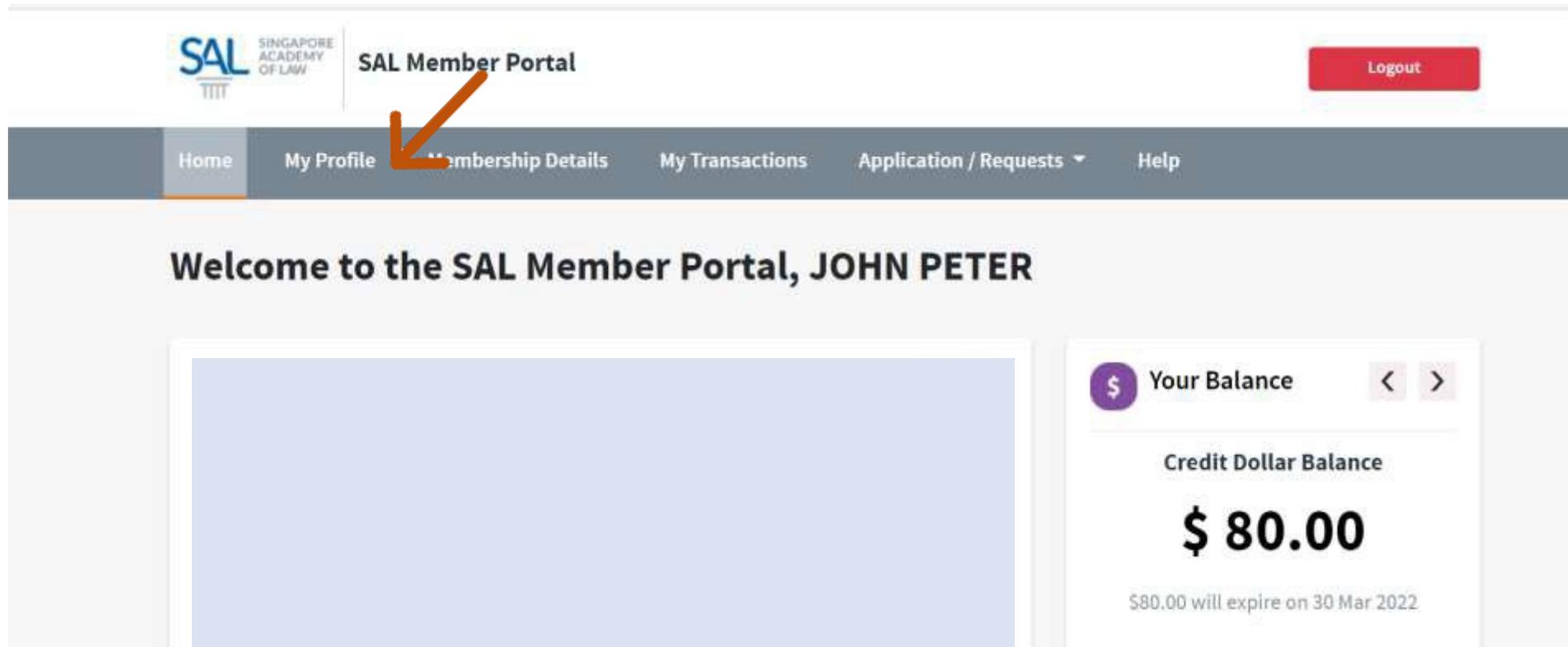
**Password** [Forgot your password?](#)

Keep me signed-in for next 30 days

Need a free account?

- You will be automatically logged-in to the SAL Member Portal. Click on **My Profile**.



The screenshot displays the SAL Member Portal interface. At the top left, the SAL logo (Singapore Academy of Law) is visible. The page title is "SAL Member Portal". A red "Logout" button is located in the top right corner. A dark grey navigation bar contains the following menu items: "Home", "My Profile", "Membership Details", "My Transactions", "Application / Requests", and "Help". An orange arrow points to the "My Profile" menu item. Below the navigation bar, a welcome message reads "Welcome to the SAL Member Portal, JOHN PETER". On the left side, there is a large blue rectangular placeholder. On the right side, a "Your Balance" widget shows a "Credit Dollar Balance" of "\$ 80.00" and a note that "\$80.00 will expire on 30 Mar 2022".

## STEP 3 of 6

- Click on **Personal Details** and select section to edit

The screenshot displays the 'My Profile' page in the SAL Member Portal. The page header includes the SAL logo, 'SINGAPORE ACADEMY OF LAW', and 'SAL Member Portal'. A 'Logout' button is visible in the top right. The navigation menu contains 'Home', 'My Profile', 'Membership Details', 'My Transactions', 'Applications / Requests', and 'Help'. The 'My Profile' section is active, showing 'Account Info' with details: Name: John Peter, Membership No: 10012, and Category: Ordinary Member 1. Below this is a list of profile sections: Personal Details, View Affiliations/Awards, Area of Practice/ Area of Interest, Contact Preferences, and Security Settings. The 'Personal Details' section is expanded, showing sub-sections: Personal Details, Employment Details, Contact Details, and Address Details, each with a plus sign. A 'Cancel' button and a 'Save' button are at the bottom of the expanded section. Two orange arrows point to the 'Personal Details' section in the left sidebar and the 'Personal Details' sub-section in the expanded view.

## STEP 4 of 6

- Under **Contact Details**, enter new **Contact No** and click **Save**

**My Profile**

**Account Info**

**Name:** John

**Membership No:** 10003

**Category:** Ordinary Member 2

Personal Details

View Affiliations/Awards

Area of Practice/ Area of Interest

Contact Preferences

Security Settings

**Personal Details** +

**Employment Details** +

**Contact Details** -

Please fill contact number fields in the following format +XXXXXXXXXX

**Mobile Phone** +XXXXXXXXXX

**Alternative Contact No** 80000000

**Business Phone (DID)** +XXXXXXXXXX

I consent to receiving marketing materials via the mobile number provided.

Do not send any marketing materials to my mobile number.

**Address Details** +

Cancel Save

## STEP 5 of 6

- A confirmation notice will appear

The screenshot displays the 'My Profile' page in a member portal. The navigation bar at the top includes 'Home', 'My Profile', 'Membership Details', 'My Transactions', 'Applications / Requests', and 'Help'. The 'My Profile' section is active, showing account information and a list of profile categories. A confirmation message is displayed at the top of the profile editing area, indicating that personal details were updated successfully. An orange arrow points to this message. Below the message are expandable sections for 'Personal Details', 'Employment Details', 'Contact Details', and 'Address Details', each with a plus sign. At the bottom right of the editing area are 'Cancel' and 'Save' buttons.

Home My Profile Membership Details My Transactions Applications / Requests Help

## My Profile

**Account Info**

**Name:** John Peter

**Membership No:** 10012

**Category:** Ordinary Member 1

- Personal Details
- View Affiliations/Awards
- Area of Practice/ Area of Interest
- Contact Preferences
- Security Settings

Personal details updated successfully.

Personal Details +

Employment Details +

Contact Details +

Address Details +

Cancel Save

STEP 6 of 6

- To update fields that are locked and cannot be edited, please write to [membership@sal.org.sg](mailto:membership@sal.org.sg) to request for change