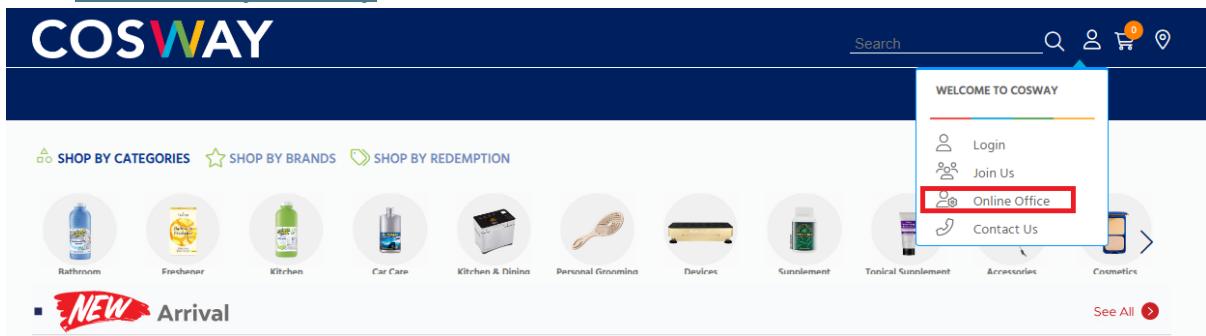
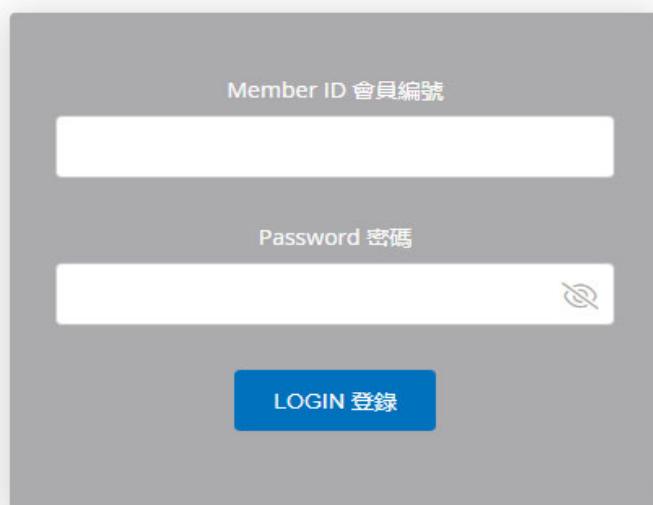


## Update Profile in Online Office

1. Visit [www.cosway.com.my](http://www.cosway.com.my) and click on “Online Office”.



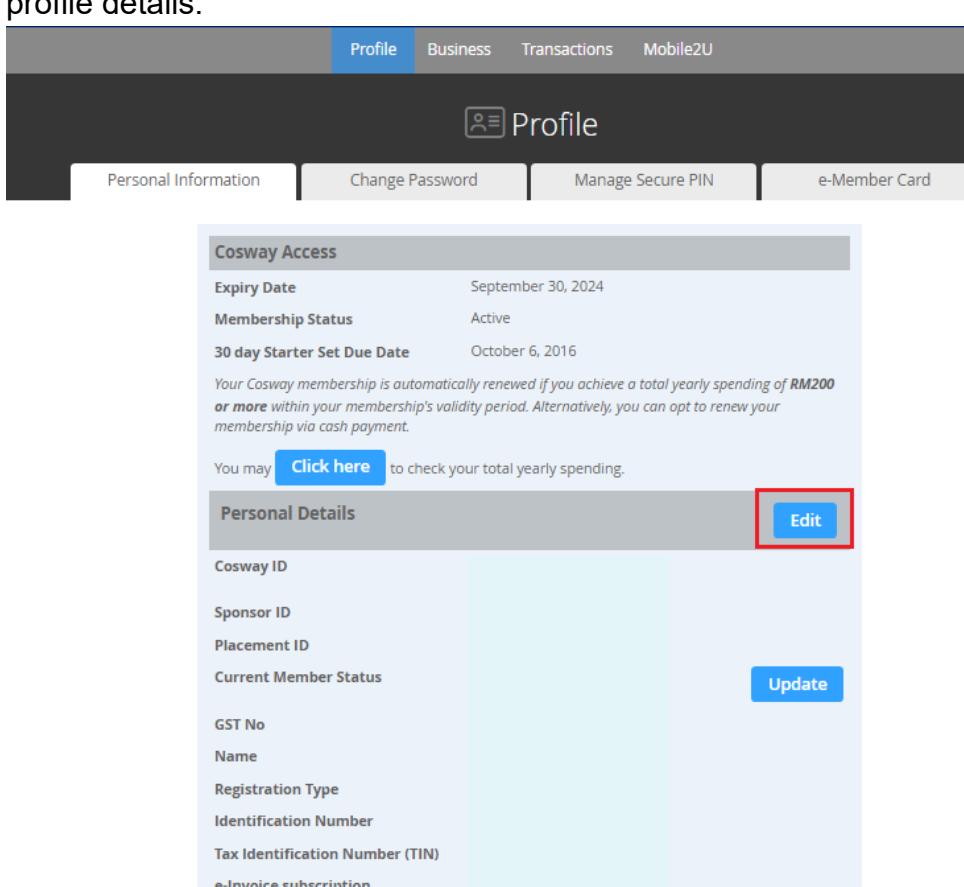
2. Key in your Member ID and password to log in.



Member ID 會員編號

Forgot password?

3. Once logged in, navigate to the “My Profile” page. Click **Edit** to modify your profile details.



Profile Business Transactions Mobile2U

Profile

Personal Information Change Password Manage Secure PIN e-Member Card

**Cosway Access**

Expiry Date: September 30, 2024  
Membership Status: Active  
30 day Starter Set Due Date: October 6, 2016

Your Cosway membership is automatically renewed if you achieve a total yearly spending of **RM200 or more** within your membership's validity period. Alternatively, you can opt to renew your membership via cash payment.

You may [Click here](#) to check your total yearly spending.

**Personal Details**

Cosway ID **Edit**

Sponsor ID

Placement ID

Current Member Status

GST No

Name

Registration Type

Identification Number

Tax Identification Number (TIN)

e-Invoice subscription

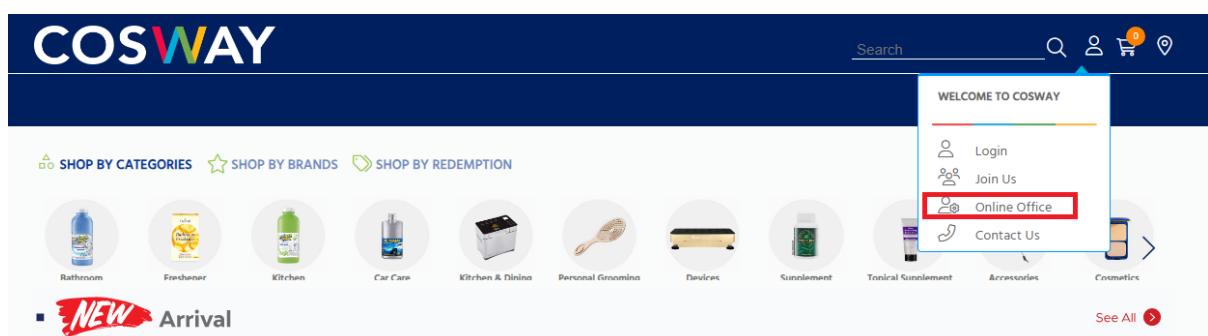
Update

4. Scroll down to update your email address and click **Submit**.

The screenshot shows the 'Profile' section of the Cosway website. At the top, there are tabs for 'Profile', 'Business', 'Transactions', and 'Mobile2U'. Below the tabs, there are four buttons: 'Personal Information', 'Change Password', 'Manage Secure PIN', and 'e-Member Card'. The 'Personal Information' button is active. A red box highlights the 'Email Address' input field. Below the input field is a note: 'Checking the box below will enable you to receive messages / newsletter from Cosway. If you prefer not to receive any messages / newsletter, please uncheck the box below.' There are two checkboxes: 'Broadcast Subscription – News & Updates' (unchecked) and 'Member's Monthly Newsletter Subscription' (checked). The 'Submit' button at the bottom is also highlighted with a red box.

### Forgot Password

1. Visit [www.cosway.com.my](http://www.cosway.com.my) and click on “Online Office”.



2. Key in your Member ID and click “Forgot Password”.

The system will email the password to the address in your profile.

Online Office

The screenshot shows a login page with a grey background. It has two input fields: 'Member ID 會員編號' and 'Password 密碼'. Below the password field is a 'Forgot password?' link, which is highlighted with a red box. At the bottom is a blue 'LOGIN 登錄' button.

If you do not receive the email with your password, please contact the Customer Care Hotline at 03-2113 0813 (Mon–Thu: 9:00am to 6:00pm / Fri: 9.00am to 5.00pm) or email [customercare@cosway.com.my](mailto:customercare@cosway.com.my) (IC copy required for verification).