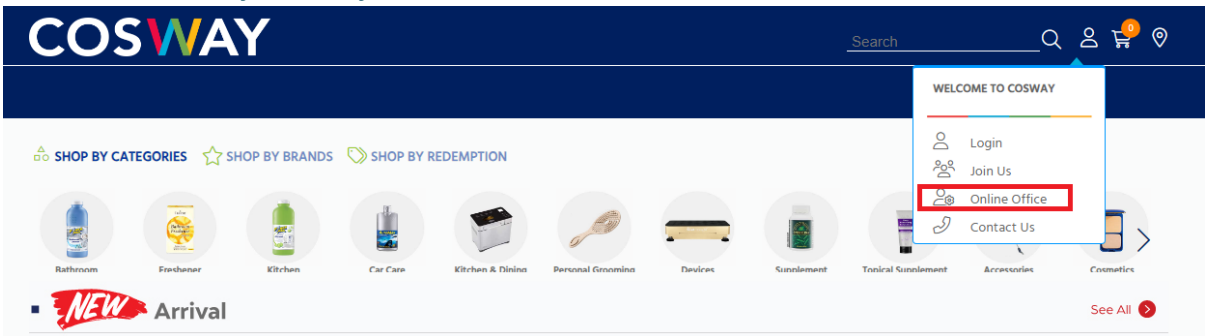
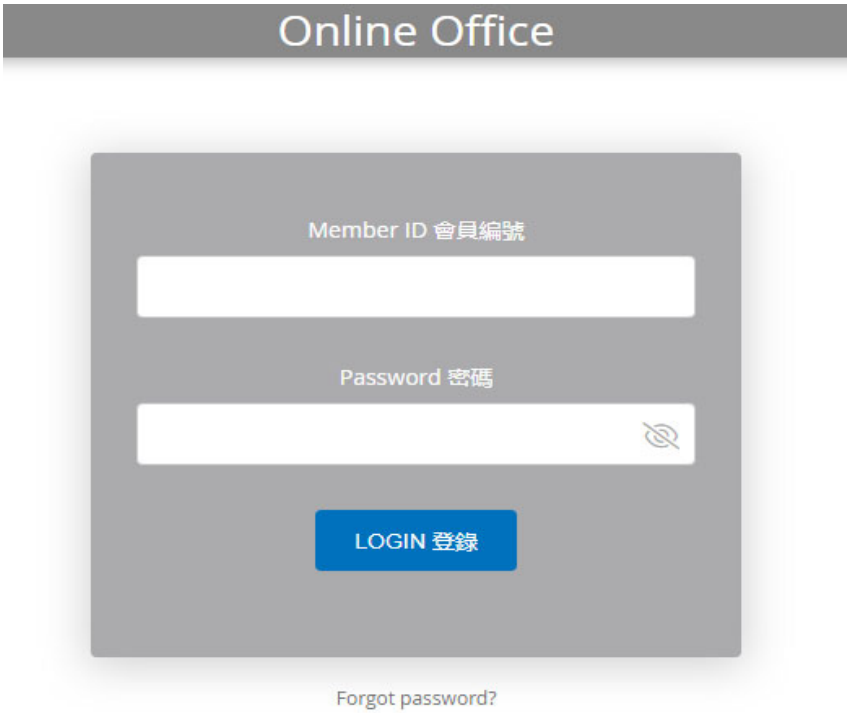


Update Profile in Online Office

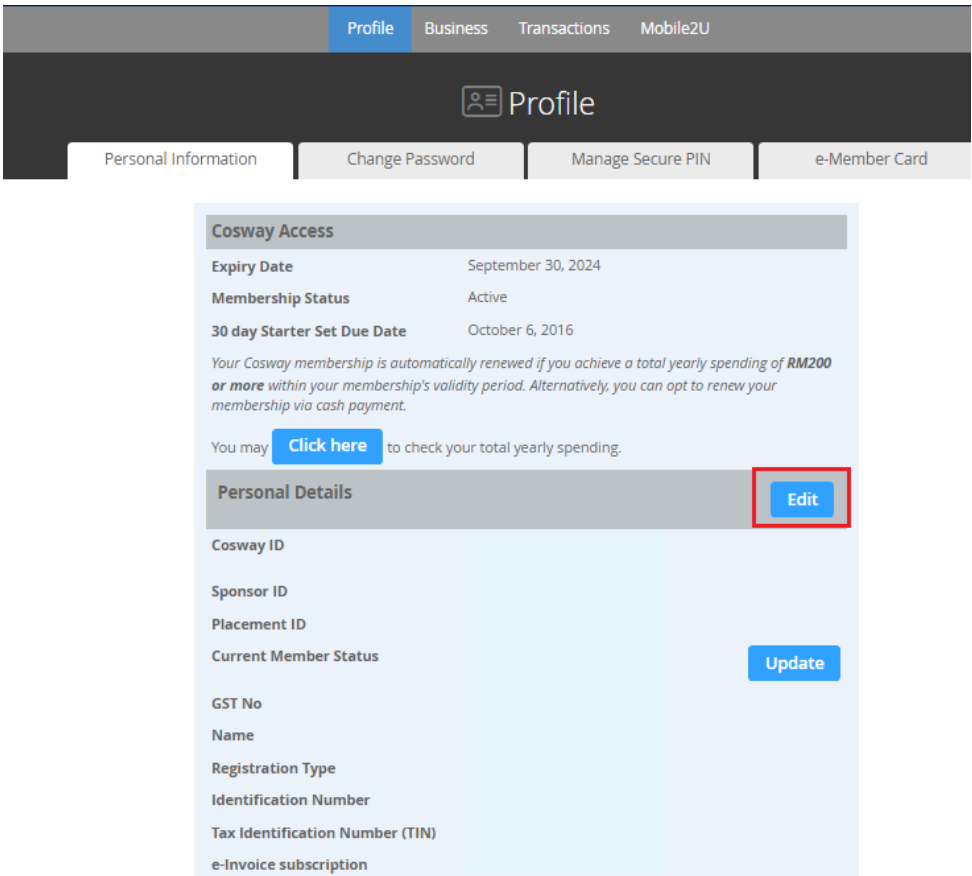
1. Visit [www.cosway.com.my](http://www.cosway.com.my) and click on “Online Office”.



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



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

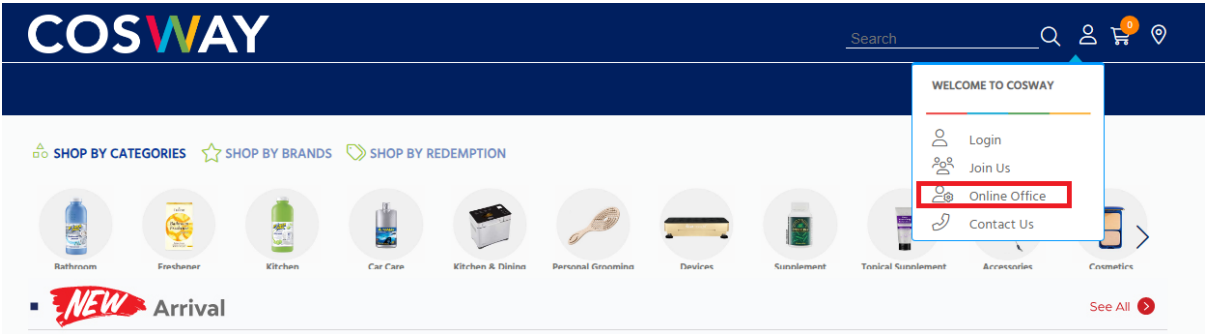


4. Scroll down to update your email address and click **Submit**.

The screenshot shows the 'Profile' page of the Cosway website. The 'Email Address' field is highlighted with a red box. Below it, there are checkboxes for 'Broadcast Subscription - News & Updates' and 'Member's Monthly Newsletter Subscription'. The 'Correspondence Address' section includes fields for 'Unit Number/Floor/Building Name', 'Street Address', 'State', 'City', and 'Postcode'. The 'Submit' button 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.

The screenshot shows the 'Online Office' login page. The 'Forgot password?' link is highlighted with a red box.

If you do not received 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).