1. Log in to the DRR web account. Select **Find a Donor** on the Account Homepage.

2. The **Find a Donor** page is displayed. To search for a Donor/Contact, type the various search criteria. Type the Donor’s First Name in the **First Name** field.

3. Type the Donor’s Last Name in the **Last Name** field.

4. Click **[Search Donor]**.
5. The Donor/Contact search result is displayed on the Find a Donor : Search Result page. To edit the information of a Donor/Contact, select the arrow against the Donor/Contact in the Select column.

6. Click [Edit Donor Profile].

7. The Edit Donor Profile page is displayed. Type data in the fields which need to be changed. For example, type the email address in the Email field.

8. Click [Update Profile].
9. View the Donor/Contact with the updated information displayed on the Find a Donor : Search Result page. An email is also sent to that Donor notifying them that their profile has been updated.