1. Log in to the BDC web account. Select **View Donors** on the Account Homepage.

2. The Donors associated with the Sponsor Group are displayed. To update the Contact information, select the Donor/Prospect by selecting the arrow in **Select** column.

3. Click **[Edit Donor Profile]**.
4. The Contact Information view is displayed. The Contact information can be updated from this view. Type data in the field which has to be updated. For example, type the home phone number in the Home Phone field.

5. Click [Update Profile].

6. Note the Contact is displayed on the View Donors page with the updated Home Phone. The Contact information has been updated. The Donor will receive an email stating their account has been updated.