



## THE JAMAICA CUSTOMS AGENCY

Mobile Application – Profile Management Tidbit

Information Services Unit

## Profile Management

Profile management displays the individual profile and other profiles that are added by the individual. The individual will be able to modify their Profile Details, Add Profile and Disable Profile that they have created.

To modify Profile Details:

- Click the check box **“Enable Profile Modification”**.
- Update Contact

To Disable Profile

- Click the checkbox **“I agree to disable this profile”**.
- Click Submit for Review

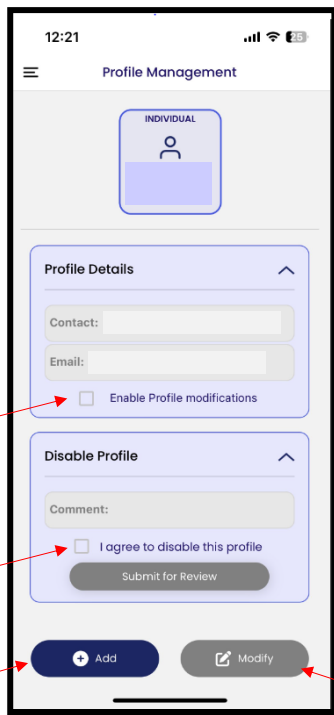


Figure 9.2 Disable Profile

To Add Profile

Select “Modify” to save changes.

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### To Add Profile

Each Profile will capture different information. To add profiles to the individual account, fill out the required Text Boxes and upload any mandatory document.

- Select Add
- Select the profile Type from the dropdown menu.

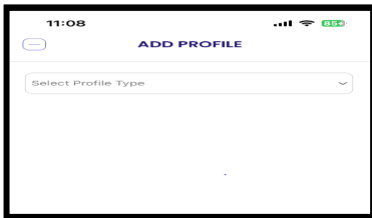


Figure 9.3 Adding Profile.

Profile Types

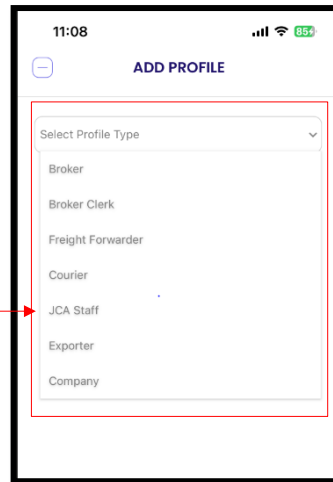


Figure 9.4 Selecting Profile type.

- Select the required Text boxes.
- Click to upload documents in PDF.

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ADD PROFILE

Company

Company Name  
eg. Jamaica Customs Agency.

Company Tax Registration #  
eg.123-456-78x-xxxx

To complete this process, you are required to upload the following documents for approval:

- eServices Registration Form
- Certificate of Incorporation

Validate

Click to "Validate"

Figure 9.5 Validating Profile.