How to update your contact information in LEEDS:

1. Go to the LEEDS website: <u>www.maine.gov/dmrleeds</u>



2. Enter your landings number and password for your LEEDS account and click LOG IN:



Log in

3. Click UPDATE MY CONTACT INFO:

← → C maine-dmr-stg4.pegacloud.net/prweb/2XnVgAOqu	vYkr5QWhXwJy5sSu2e_UaF*/!@b821c1295ee62266afbc6058c24687aaISTANDAR 🖙 🚖 🧧 🙂 😫 🖉 😫
Apps MIGA PMF-UP PLEEDS Dev-UP MIGA LEEDS Test -UP PLeeds P	P-UP 📔 Leed Prod 🤹 DMR Tech Team Sh 💧 Test Scripts Folder 🛛 🙀 Speakeasy Speed T 🛛 🔹 📙 Other bookmark
Maine DMR LEEDS	옷 Julia
Harvester: Julia Test-User	
Renew License	Report Landings
Renew an existing license	Report catch or landings information
Apply License	View Reporting Compliance Status
Obtain a license that you have never held before	View what reports you submitted to DMR
Upgrade License	Manage Landings Favorite
Upgrade an active license	Enter favorites and preferences to speed the entering of landings information
Reprint License	View Landings Reports
teprint an active license	View a report that you entered in LEEDS
<u>Order Tags</u>	Upload a Document
Order tags for a license	Upload a document for DMR to review
Make a Miscellaneous Payment	Update My Contact Info
Pay an outstanding fee	Update your contact information (name, address)

4. Update your contact information:

puale your contac		imation.									
SharePoint	×	DMR External User F	Portal ×	+					_	D	\times
\leftrightarrow \rightarrow C \cong maine-dm	ir-stg4.peg	gacloud.net/prweb/2	XnVgAOqwYk	5QWhXwJy5sSu	2e_UaF*/!@b821c1295e	e62266afbc6058c2468	7aa!STANDAR 🗣 🛧	GU) 🖴 🖉	* 6	•
Apps maa PMF-UP P	EDS Dev-UP	REAL LEEDS Test -UP	P Leeds PP-UI	P Leed Prod	DMR Tech Team Sh	🝐 Test Scripts Folder	Speakeasy Speed T		»	Other boo	okmarks
Maine DMI	R LEED	DS								오 Julia	
Do you have a Driver's License ●Yes○No MAILING ADDRESS	?		Driver's Lio A123423	ense							
Address Line *			Country*			ZIP Cod	de *				
6 Main Street			United S	ates	~	04348					
State *			City*								
ME			Jefferson	*							
PHYSICAL ADDRESS (cann	ot be a P	O box)									
Same as above											
Communication Details											
Email											
heidi.bray@maine.gov											
Landline Phone or Mobile is	Required										
Landline Phone			Mobile			Fax					

Federal	Permi	ts																	
Permit ID)																		
No iter	ms																		
Q	Δ	•	 е	Ν	w	x	4	9	e	Т							đ	g 12: 7/1	12 PM

6. Scroll to the bottom of the page and click the SUBMIT button:

SharePoint × P DMR External User Portal × +			-	ð ×
← → C 🔒 maine-dmr-stg4.pegacloud.net/prweb/2XnVgAOqwYkr5QWhXwJy5sSu2e_UaF*/!@b821c1295ee62266afbc6058c24687aalSTANDAR 🗣	\$	G (I)	🖴 🧈 🗯	• \varTheta :
🔡 Apps 🛤 PMF-UP 📔 LEEDS Dev-UP 🛤 LEEDS Test -UP 🔋 Leeds PP-UP 📔 Leed Prod 🚯 DMR Tech Team Sh 🝐 Test Scripts Folder 🎆 Speakeasy Speer	:d T	1	» Othe	r bookmarks
Maine DMR LEEDS			8	Julia
✓ Allow reporting received notification via email?				^
Federal Permits Permit ID No items • • Residency Certification Residency Requirements: Any individual who has been domiciled in Maine for the past 6 months preceding the date of application is eligible for a resident lice resident license if it has been created and exists under the laws of Maine and it has existed in Maine for 6 months preceding the date of application. A firm or µ officers or partners have been domiciled in Maine for 6 months preceding the date of application, a resident is a period.	cense. A c partnershi erson who:	corporation p is eligibl	n is eligible fo le if all of its	or a
 A. If registered to vote, is registered in Maine; B. If licensed to drive a motor vehicle, has made application for a Maine motor vehicle operator's license; C. If the owner of one or more motor vehicles located within the State, has registered at least one of the motor vehicles in Maine; and D. If required to file a Maine income tax return on the previous April 15th, filed a Maine income tax return 				1
I am not a Maine resident				
I assert that I meet the residency requirements listed above.				
Submit				
# 🔎 H: 💁 🖥 ڪ 🛤 📲 🚾 🕷 🧇 🧔 🖨 🍓			G	12:13 PM 7/14/2020

7. Click the close button when you get the notice your contact info has been submitted:

SharePoint	×	P DMR External User Portal	× +					- 0	×
$\leftrightarrow \rightarrow G$	a maine-dmr-stg4	.pegacloud.net/prweb/2XnVg	AOqwYkr5QWhXwJy	5sSu2e_UaF*/!@b821c1295e	e62266afbc6058c24687	aalSTANDAR 😽 🛧	G 🛈 🖴	» * 6) :
Apps Mean P	MF-UP P LEEDS Dev	-UP PEGA LEEDS Test -UP P	Leeds PP-UP P Leed	Prod 🚯 DMR Tech Team Sh	🝐 Test Scripts Folder	M Speakeasy Speed T	>>	Other boo	kmarks
🎒 Mai	ine DMR LE	EDS						오 Julia	
Update Cor	itact Informatio	n (UC-8762):				-		•	lose
Constituent de	tails have been upda	ated successfully.							

0	<u></u> :			_				-		
γ	L	0 <			N	W	×			- 0