

A field of protea flowers in various colors (red, pink, green) with the text "Profile Management" overlaid in white.

Profile Management



View and Update your Account Details

View and Update your Account Details

1. Go to the **Profile** icon
2. Select **View My Accounts**

TIP

An Account represents your individual unique customer account with us and may include more than one MAJIK/ Financial account number. The MAJIK/Financial account is your unique account ID in our finance system that is used to invoice you based on your tenancies across Sydney Markets.

3. Select the Account you want to view.
4. In the **Account Details** tab (Default view), you will see your account details. You will see a quick view of your properties and MAJIK/financial accounts.
5. You can edit the following fields on this account:
 - Company Email
 - Phone
 - Mobile
 - Website
 - Billing Address
 - Shipping Address
6. Click on the pencil icon next to the field, edit the field and click **Save**.

The screenshot shows the Sydney Markets website header with navigation links: Home, Services, About SML, Our Team, News & Announcements, and FAQs. A user profile icon in the top right corner is circled with a '1'. A dropdown menu is open, showing options: Profile, Settings, View My Accounts (circled with a '2'), and Log Out. Below the header, the 'All Accounts' section is displayed. It includes a search bar and a table with columns: Account Name, Trading Name, Primary Financial Account, and Phone. The first row shows 'Fresh Fruit Co' (circled with a '3'), 'Fresh Fruit Co', '12345', and '61291234567'.

The screenshot shows the 'Account Details' page for 'Fresh Fruit Co'. At the top, there are buttons for '+ Follow', 'Update key contacts', and 'Add New Contact'. Below this, there are fields for 'ABN' (14254536989), 'Preferred Method of Communication' (Email), 'Company Email', and 'Account Type' (Trader). The 'Account Details' tab is active, showing fields for 'Account Name' (Fresh Fruit Co), 'ABN' (14254536989), 'Primary Contact - Shareholder Engagement' (John Smith), 'Shareholder Engagement Comm. Method' (Email), 'Preferred Method of Communication' (Email), 'Primary Financial Account' (12345), and 'Address Information' (Billing and Shipping addresses). A pencil icon next to the 'Mobile' field is circled with a '6'. On the right, there are sections for 'Tenancy Property (3)' and 'Financial Accounts (1)'. A text box on the right explains that users can view properties and financial accounts registered with Sydney Markets.





Add Contacts and Manage Communication Preferences

View and Add New Contacts

1. Go to the **Profile** icon
2. Select **View My Accounts**
3. Select the Account you want to view
4. View contacts in the **Related Contacts** tab
5. If you want to add a new contact, click **Add New Contacts**
6. Fill out contact details
7. Click **Save**
8. Repeat for each new contact

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All Accounts ▾

1 item • Sorted by Account Name • Filtered by All accounts • Updated a few seconds ago

Search this list...

Account Name ↑	Trading Name	Primary Financial Account	Phone
Fresh Fruit Co	Fresh Fruit Co	12345	61291234567

Account Fresh Fruit Co

+ Follow Update key contacts Add New Contact

ABN 14254536989 Preferred Method of Communication Email Company Email Account Type Trader

Account Details **Related Contacts**

Related Contacts (2)

Contact Name	Account Name	Active	Job Title
Andre Fernandes	Fresh Fruit Co	<input checked="" type="checkbox"/>	
John Smith	Fresh Fruit Co	<input checked="" type="checkbox"/>	

[View All](#)

You can view the properties you have at Sydney Markets. Below that you can view the different entities you have registered with us.

Tenancy Property (3)

Tenancy ...	Property	Space	Property Ty...
TP-012433	A123-Whol...	A123	Wholesale Module
TP-012434	D123-Grower	A123	Grower Stand
TP-012478	PLZL1B123	PLZL1B32	Plaza

[View All](#)

Financial Accounts (1)

Financial Acco...	Parent Id	Company / Name
12345		Fresh Fruit Co

[View All](#)

TIP

Please identify appropriate roles for each contact you add as SML will use the role to determine how different communications from head office are sent to you as business and who receives it.

Also please review your contact list on a monthly basis to request deletion for contacts who may not be your employees anymore or to add new contacts you would like to include in our database.

At a bare minimum you must have the CEO/Principal of the business and Finance/Accounts identified in our database.





Add Contacts and Manage Communication Preferences

Select Preferred Contact for Communications

1. Go to the **Profile** icon
2. Select **View My Accounts**
3. Select the Account you want to edit
4. Click **Update key contacts**
5. Select a contact for each category of communications
 - Shareholder Engagement (Proxy forms, Ballots, notices)
 - Tenancy Related Communications (Rent review, Invoices)
 - All Other Communications (Marketing, general CEO comms)
6. Provide acknowledgement by selecting Yes checkbox
7. Click **Next** – This will be saved.

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All Accounts ▾

1 item • Sorted by Account Name • Filtered by All accounts • Updated a few seconds ago

Search this list

Account Name ↑	Trading Name	Primary Financial Account	Phone
1 Fresh Fruit Co	Fresh Fruit Co	12345	61291234567

Account Fresh Fruit Co

+ Follow Update key contacts Add New Contact

ABN	Preferred Method of Communication	Company Email	Account Type
14254536989	Email		Trader

Account Details Related Contacts

Account Name: Fresh Fruit Co Company Email: [redacted]

ABN: 14254536989 Phone: 61291234567

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Tenancy Property (2)

Update key contacts

SML sends important notifications related to shareholder engagement or tenancy updates or even general updates to you.

Please let us know from the existing contacts in your company who should be the primary contact person for each of these scenarios.

* Who should be contact for shareholder engagement?
Andre Fernandes

* Who should be contact for tenancy related communication?
Andre Fernandes

* Who should be contacted for all other communications?
Andre Fernandes

* I hereby confirm that I am the authorised person to decide the preferred contacts in the company.
 Yes

Next

