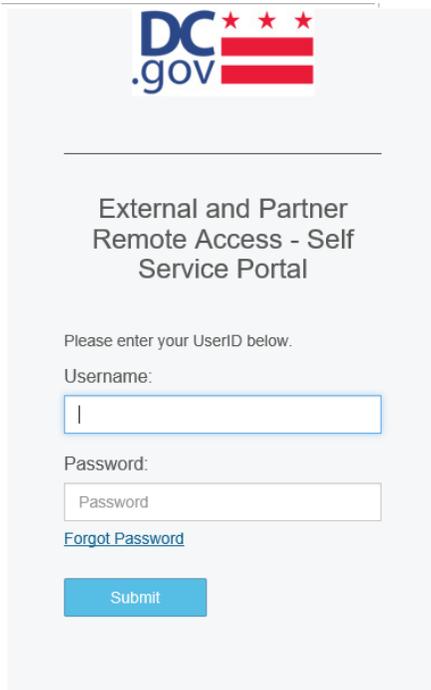


1. Open Internet Explorer and go to <https://sauth.dc.gov/extvpnuserselfservice>
2. Enter your VPN username and password. Click **'Submit'**



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External and Partner  
Remote Access - Self  
Service Portal

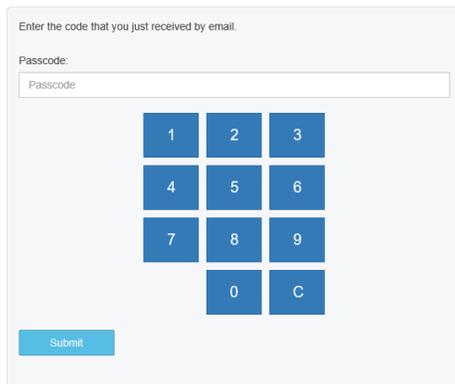
Please enter your UserID below.

Username:

Password:

[Forgot Password](#)

3. You will receive a passcoe code via email. Enter the code and click **'Submit'**

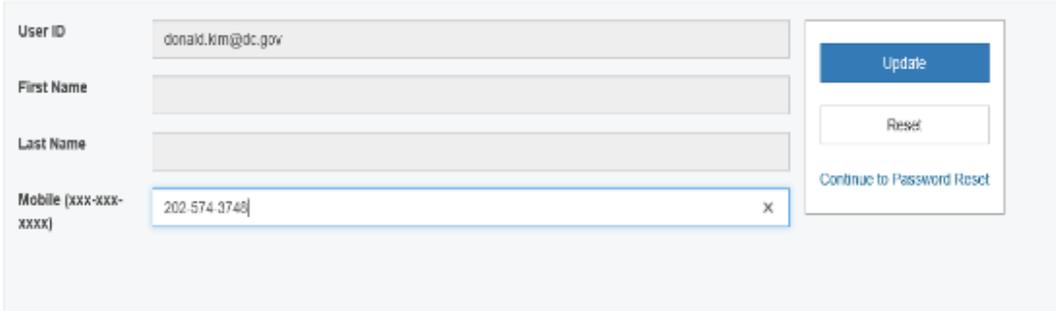


Enter the code that you just received by email.

Passcode:

1	2	3
4	5	6
7	8	9
	0	C

4. Enter your new phone number and click **'Update'**



A screenshot of a web form for updating user information. The form has four input fields: 'User ID' (containing 'donald.kim@dc.gov'), 'First Name', 'Last Name', and 'Mobile (xxx-xxx-xxxx)' (containing '202-574-3748'). To the right of the form is a vertical column of buttons: a blue 'Update' button, a white 'Reset' button, and a blue link 'Continue to Password Reset'.

5. You will see **'Data was updated successfully'**. Click **'Restart Login'** to login with the new number.



A screenshot of the same web form as above, but with a green banner at the top containing the text 'Data was updated successfully'. The 'Mobile' field now contains '202-574-3740'. The 'Restart Login' link is circled in red.

[Restart Login](#)

