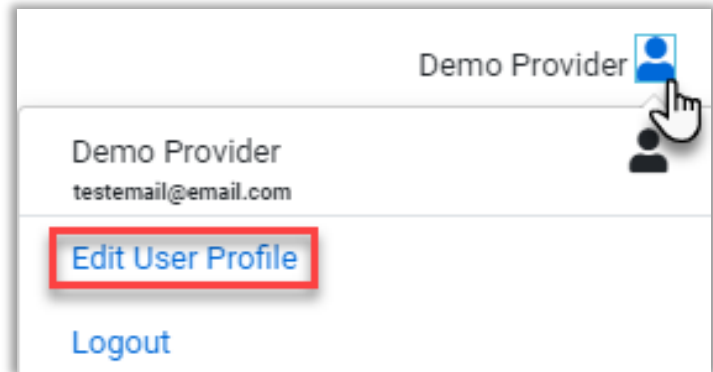


## Summary

After completing the registration and multi-factor verification processes, a user can update profile information. A user will first need to receive an email to complete the registration process initiated by the Provider Group Administrator. The instructions below describe how to update profile information.

- ### 1 Open Profile Icon

Click on the profile icon in the upper right corner. Once the menu opens, click **Edit User Profile**.



- ### 2 Update Profile Information

Once the profile screen displays, update the information and include all required fields, then click **SAVE**.

### Edit User Profile

<p><b>UserName</b></p> <p>FIRST NAME *</p> <p>LAST NAME *</p> <p>EMAIL ADDRESS *</p> <p>CONFIRM EMAIL ADDRESS *</p> <p>ADDRESS 1</p> <p>ADDRESS 2</p> <p>CITY</p> <p>STATE</p> <p>ZIP</p> <p>PHONE NUMBER</p> <p>PHONE EXTENSION</p> <p><small>Providers in receipt of Faxed determination letters: Official communication of service authorization will be sent to the fax number entered below.</small></p> <p>FAX NUMBER</p>	<p><b>Provider One</b></p> <p>Provider</p> <p>One</p> <p>testemail@email.com</p> <p>testemail@email.com</p> <p></p> <p></p> <p></p> <p>Alaska</p> <p></p> <p>111-111-1111</p> <p></p> <p>555-123-9876</p>
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[CANCEL](#) [SAVE >](#)