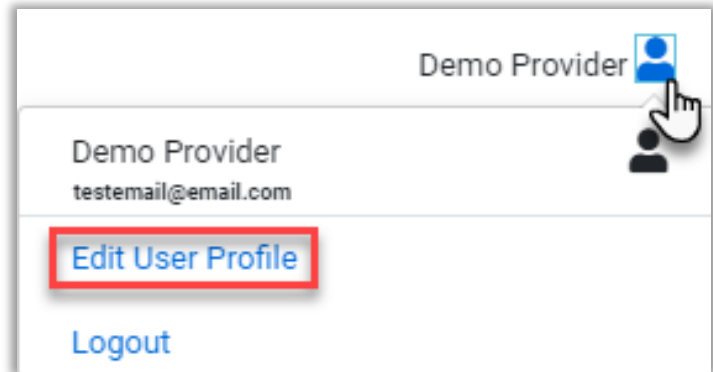


Summary

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

UserName	Provider One
FIRST NAME *	<input type="text" value="Provider"/>
LAST NAME *	<input type="text" value="One"/>
EMAIL ADDRESS *	<input type="text" value="testemail@email.com"/>
CONFIRM EMAIL ADDRESS *	<input type="text" value="testemail@email.com"/>
ADDRESS 1	<input type="text"/>
ADDRESS 2	<input type="text"/>
CITY	<input type="text"/>
STATE	<input type="text" value="Alaska"/>
ZIP	<input type="text"/>
PHONE NUMBER	<input type="text" value="111-111-1111"/>
PHONE EXTENSION	<input type="text"/>
<small>Providers in receipt of Faxed determination letters: Official communication of service authorization will be sent to the fax number entered below.</small>	
FAX NUMBER	<input type="text" value="555-123-9876"/>