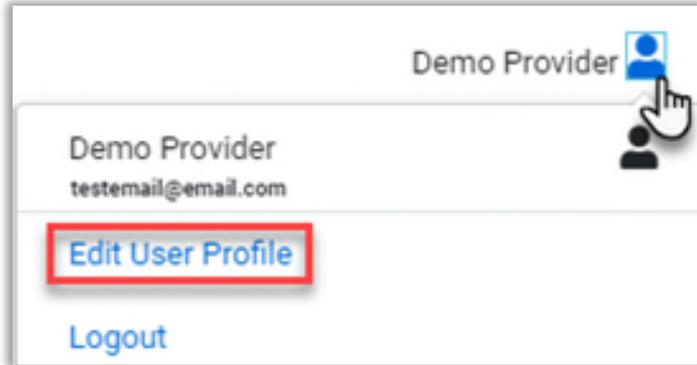


Upon finishing registration and multi-factor verification, users can update their profile information and initiate the registration process through an email from the Provider Group Administrator. The instructions below describe how to update profile information.

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	Alaska
ZIP	<input type="text"/>
PHONE NUMBER	111-111-1111
PHONE EXTENSION	<input type="text"/>
Providers in receipt of Faxed determination letters: Official communication of service authorization will be sent to the fax number entered below.	
FAX NUMBER	555-123-9876
<input type="button" value="CANCEL"/> <input type="button" value="SAVE"/>	