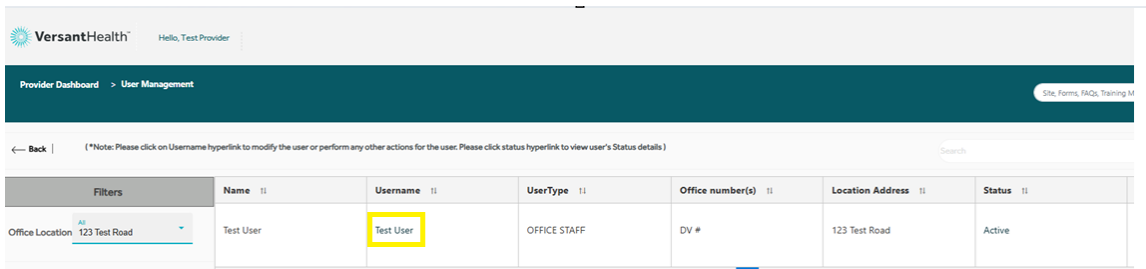


Office Admin – Updating Emails

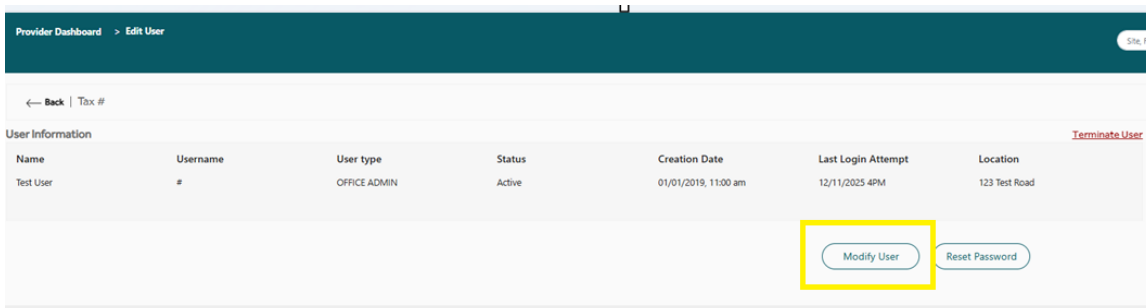
1. The office admin account is the only role who can access user management.
2. User will login then click the top right dropdown and click user management.



3. The user will locate the user profile they need to change and click the username:



4. Once the user name is clicked, proceed by clicking the modify user button:



5. On the next screen, update the email address and click save:

Provider Dashboard > Modify User

← Back | Tax ID: #

User Information

User Type *
OFFICE ADMIN

First Name *
Test

M.I.
M.I

Last Name *
User

Email Address *
Enter Email Address

Confirm Email Address *
Re-enter Email Address

Username: Test User

Location *
Select One
Location is required

Cancel Save Changes

Office Staff – Updating Emails

6. Login to the portal, and click the drop-down under the username and click my profile:



7. On the second screen, click edit:

← Back | My Profile

Email: Test@Test.Com
*We will use the email address provided to communicate important information to you in the future.

Cancel Edit

8. On the next screen, update the email and click save:

Edit Profile

Email *
Email

First Name *
Test

Last Name *
User

Email required

Current password *

* Indicates Required

Cancel Save