

## **Update User Information**

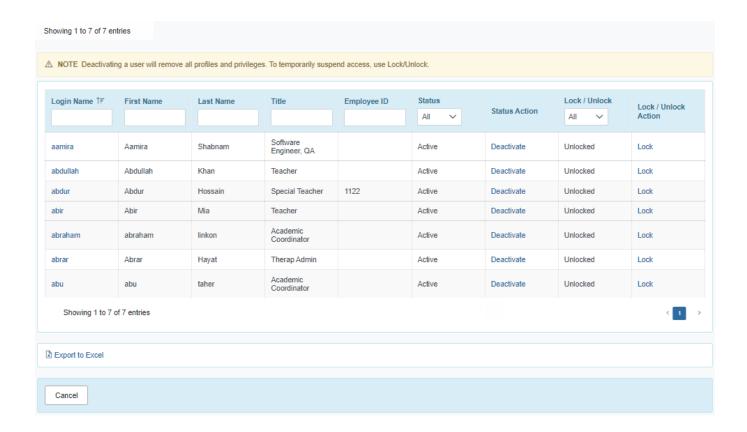
Users assigned with the  ${\bf User}$   ${\bf Administrative}$  Role will be able to view or edit user information.

1. Click on the **List** link beside the **User** option on the Admin tab.

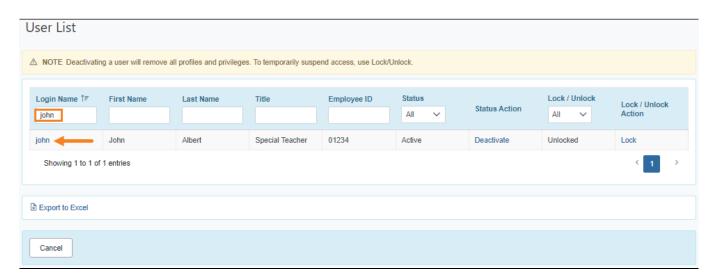
To Do	General	
Individual	Provider	Preferences   Password Policy
Health	User	New List Import from Excel   Search Imported Excel
Agency		Assign External System ID   Self Password Reset
Billing	Title	New   List   Import from Excel   Search Imported Excel
Admin	Change Password	User List

2. Select the **user** from the **User List** page.





3. Search options are also available to find a **user** by filling out any of the blank fields Login Name, First Name etc.

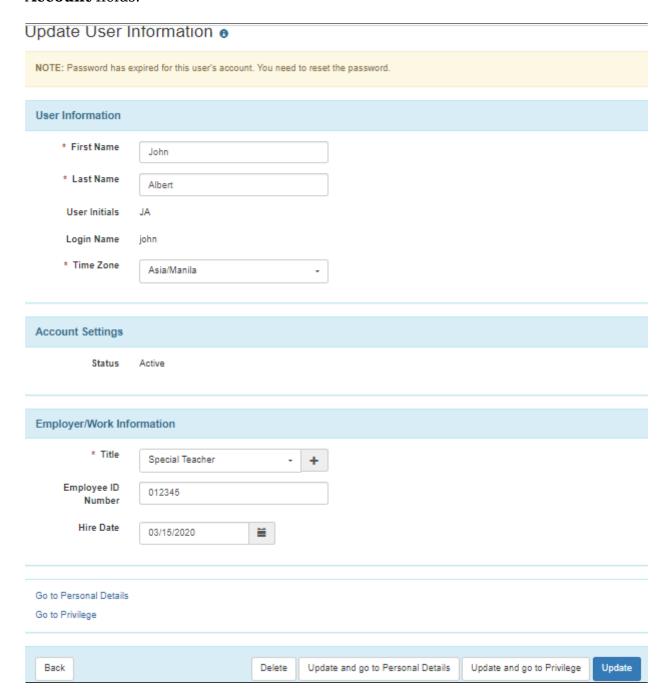


Click on the **Login Name** of the **user** to view the information.



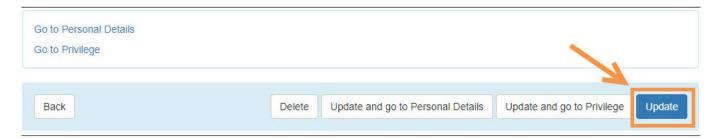
4. On the **Update User Information** page, the user's account and employer information fields will be editable.

**Note:** Users will not be able to edit **User Initials, Login Name, Status** and **Self Enroll Account** fields.



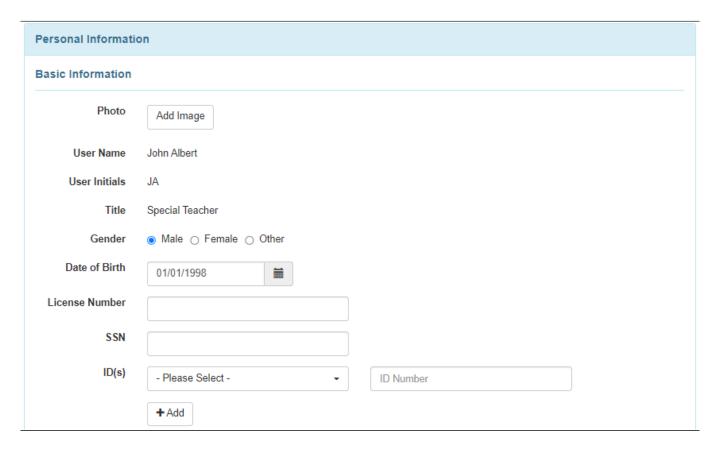


5. Click on the **Go To Personal Details** link or the **Update and go to Personal Details** button (if changes were made) to switch to the user's **Personal Details** page.



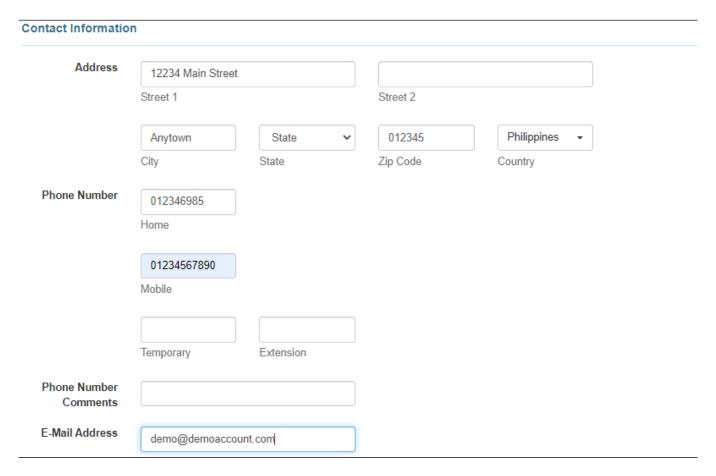
Or if all the necessary information is already updated, click on the **Update** button.

6. On the **Personal Details** page of the **user**, a user's personal details and other contact details in the Personal Information section can be edited.





Under the Contact Information section, Address, Phone Number, Phone Number Comments, E-Mail Address can be edited.

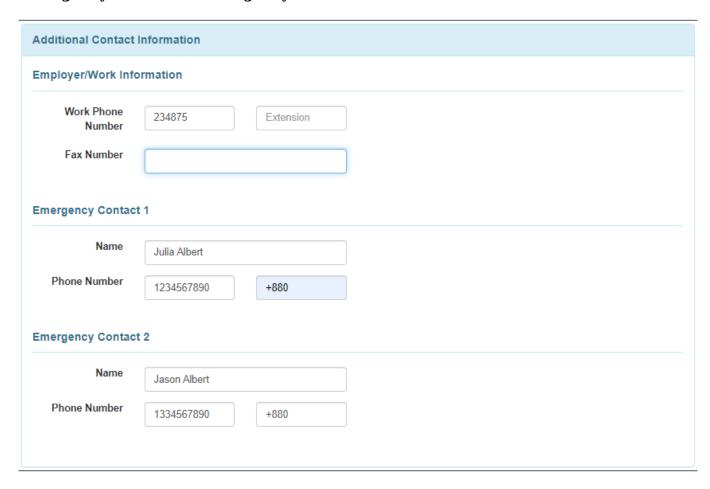


In the **Preferences** section, **Time Zone** can be changed if needed.





## In the Additional Contact Information section, Employer/Work Information, Emergency Contact 1, Emergency Contact 2 can be edited.



The fields under the EVV section can also be edited if applicable for the organization





7. After updating the user's information, click on the **Update** button to save the changes.



8. After clicking on the **Update** button a successfully updated message will be displayed.

