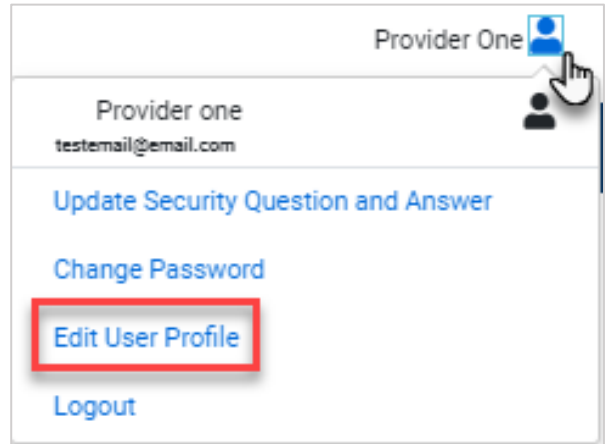


Summary

After obtaining Atrezzo login credentials, a user can update profile information. A user will first need to receive login credentials 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**.

Provider One

Provider one
testemail@email.com

[Update Security Question and Answer](#)

[Change Password](#)

[Edit User Profile](#)

[Logout](#)

Edit User Profile

<p>UserName</p> <p>FIRST NAME * <input type="text" value="Provider"/></p> <p>LAST NAME * <input type="text" value="One"/></p> <p>EMAIL ADDRESS * <input type="text" value="testemail@email.com"/></p> <p>CONFIRM EMAIL ADDRESS * <input type="text" value="testemail@email.com"/></p> <p>ADDRESS 1 <input type="text"/></p> <p>ADDRESS 2 <input type="text"/></p> <p>CITY <input type="text"/></p> <p>STATE <input type="text" value="Alaska"/></p> <p>ZIP <input type="text"/></p> <p>PHONE NUMBER <input type="text" value="111-111-1111"/></p> <p>PHONE EXTENSION <input type="text"/></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 <input type="text" value="555-123-9876"/></p>	<p>Provider One</p> <p><input type="text" value="Provider"/></p> <p><input type="text" value="One"/></p> <p><input type="text" value="testemail@email.com"/></p> <p><input type="text" value="testemail@email.com"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text" value="Alaska"/></p> <p><input type="text"/></p> <p><input type="text" value="111-111-1111"/></p> <p><input type="text"/></p> <p><input type="text" value="555-123-9876"/></p>
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