

YOUR PROFILE

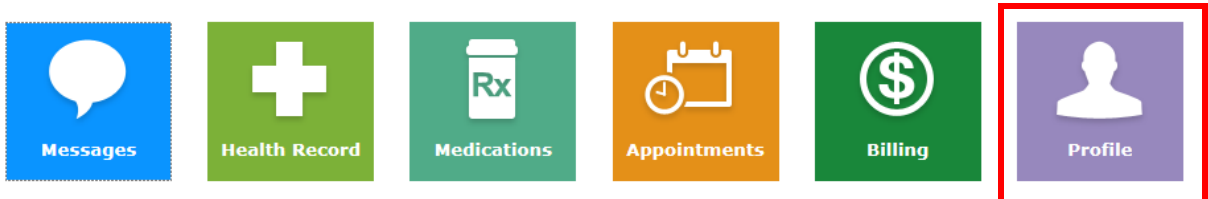
How to Update your Profile on the Patient Portal

The Profile reflects the current demographic information in your Electronic Medical Record. Select > **Update Profile** to request an update to your profile. For example, you can change your address, your email address, phone number, next of kin, and person to notify.

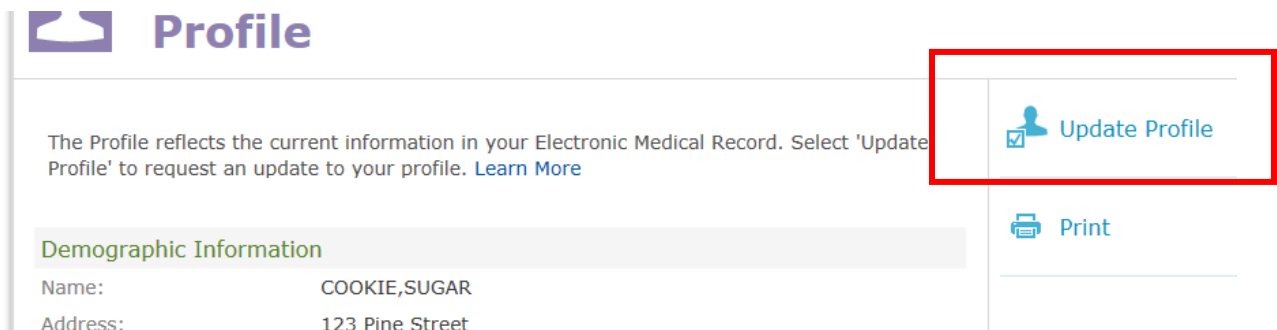
Please Note! If you would like to update the email address where you receive Patient Portal message alerts, please go to "**Preferences**" at the center-bottom of your Patient Portal homepage. Changing your email address here in "**Profile**" DOES NOT change the email address in your Patient Portal account. You must do that in a separate step in "**Preferences.**"

This is a request for an update to your demographics. The edits go through an approval process, and it could take a small amount of time for the changes to be visible in your Patient Portal.

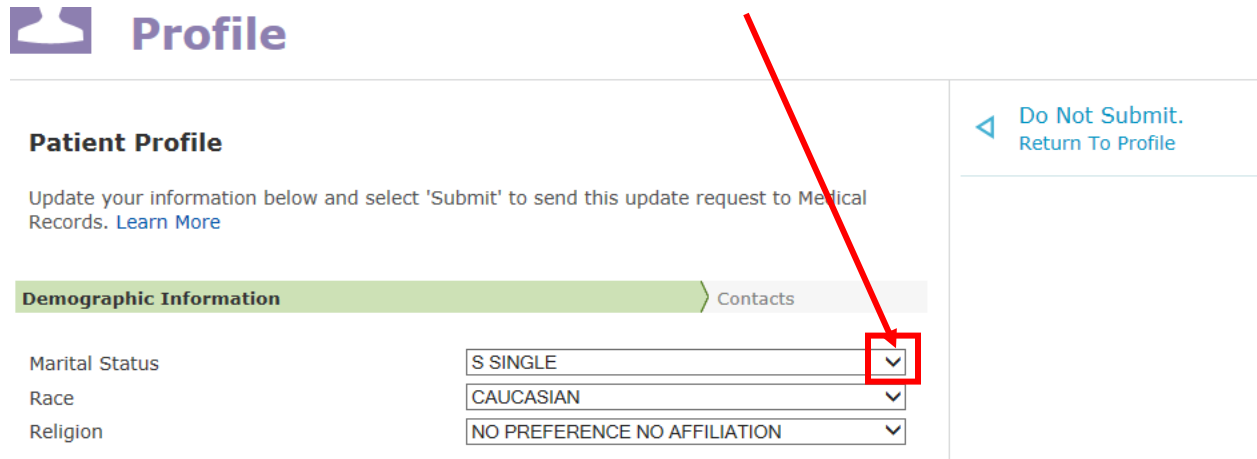
1. Select > **Profile**



2. Select > **Update Profile**



Now you can select the down arrows like you see below to see a list of choices, or if there is no arrow, you can type right in the box.



Profile

Patient Profile

Update your information below and select 'Submit' to send this update request to Medical Records. [Learn More](#)

Demographic Information > Contacts

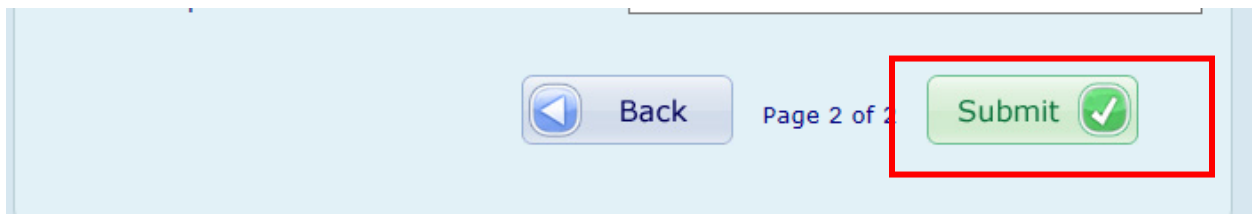
Marital Status: S SINGLE

Race: CAUCASIAN

Religion: NO PREFERENCE NO AFFILIATION

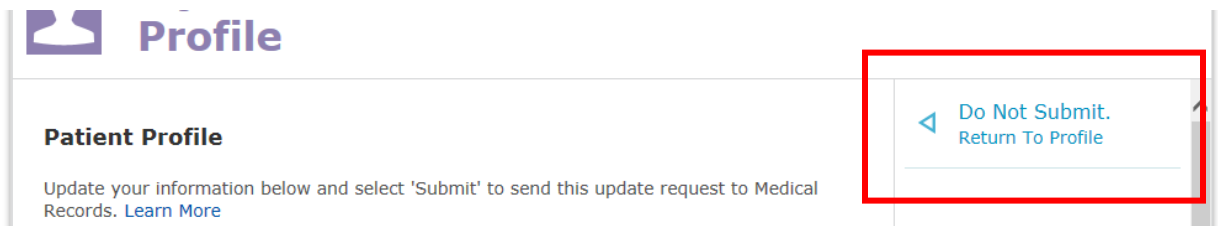
[Do Not Submit. Return To Profile](#)

3. There are two pages where you can update your profile, so be sure to review both of them and Select > **Submit** when you're happy with the changes you've made.



Page 2 of 2

4. If you decide you don't want to make changes, Select > **Do Not Submit, Return To Profile**.



Profile

Patient Profile

Update your information below and select 'Submit' to send this update request to Medical Records. [Learn More](#)

[Do Not Submit. Return To Profile](#)