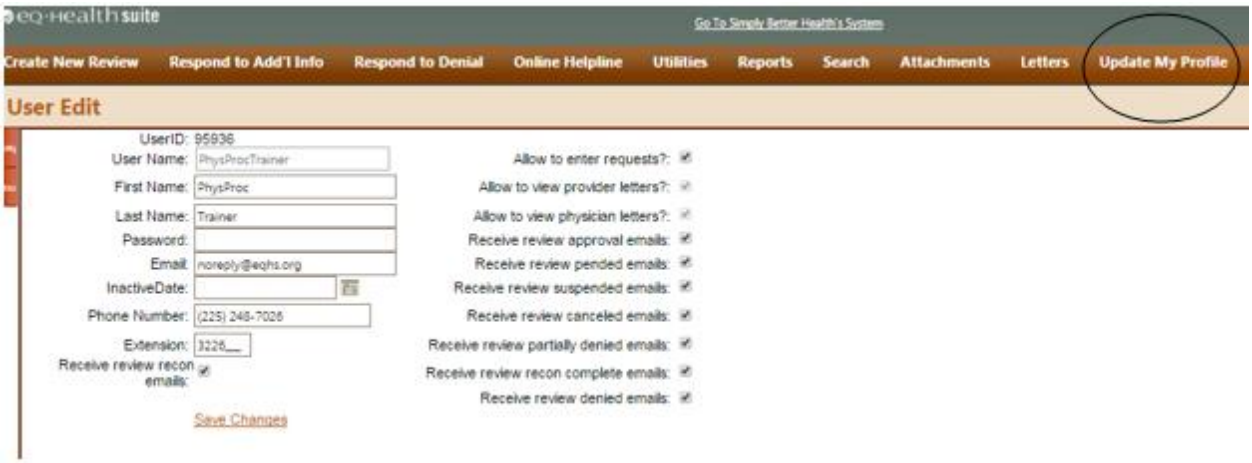
How to update your profile

When you log into eQSuite® click on "**Update my profile**"



Fields that can be updated

- First and Last name
- Password
- Email Address/phone number
- Functions within eQSuite® (Boxes that you check)
- Once you have made the changes to your account click on "**Save Changes**"

Note: An inactive date should **NOT** be entered unless the account needs to be terminated. Once a date is entered it will terminate the account and the user will no longer have access.