



How to update your profile

When you log into eQSuite® click on “Update my profile”

Go To Simply Better Health's System

Create New Review Respond to Add'l Info Respond to Denial Online Helpline Utilities Reports Search Attachments Letters **Update My Profile**

User Edit

UserID: 95936

User Name: PhysProcTrainer

First Name: PhysProc

Last Name: Trainer

Password: [redacted]

Email: noreply@eqhs.org

InactiveDate: [calendar icon]

Phone Number: (225) 248-7026

Extension: 3226

Receive review recon emails:

Allow to enter requests?:

Allow to view provider letters?:

Allow to view physician letters?:

Receive review approval emails?:

Receive review pending emails?:

Receive review suspended emails?:

Receive review canceled emails?:

Receive review partially denied emails?:

Receive review recon complete emails?:

Receive review denied emails?:

[Save Changes](#)

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.



Health
SOLUTIONS
