

How to update your profile

When you log into eQsuite

click on **“Update my profile”**



eq·health suite [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:

First Name:

Last Name:

Password:

Email:

InactiveDate:

Phone Number:

Extension:

Receive review recon emails:

Allow to enter requests?:

Allow to view provider letters?:

Allow to view physician letters?:

Receive review approval emails:

Receive review pended 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)

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

Once you have made the changes to your account click on **“Save Changes”**

