

How to update your profile

How to make changes to your user account

Log into your eQsuite account click on **“Update my profile”**

The screenshot shows the 'User Edit' page in the eQsuite system. The navigation bar at the top includes links for 'Create New Review', 'Respond to Add'l Info', 'Respond to Denial', 'Online Helpline', 'Utilities', 'Reports', 'Search', 'Attachments', 'Letters', and 'Update My Profile' (which is circled). The 'User Edit' section contains the following fields and options:

- UserID: 95936
- User Name: PhysProcTrainer
- First Name: PhysProc
- Last Name: Trainer
- Password: [Redacted]
- Email: noreply@eqhs.org
- InactiveDate: [Redacted]
- 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 pended emails:
- Receive review suspended emails:
- Receive review canceled emails:
- Receive review partially denied emails:
- Receive review recon complete emails:
- Receive review denied emails:

A 'Save Changes' link is located at the bottom of the form.

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”**