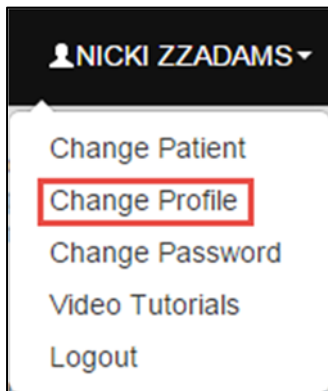




# How to Update Your Profile Information in the Patient Portal

You can update your profile information for your Patient Portal account by following these steps:

1. Click on your name on the right end of the main menu in your portal account.



2. Select the **Change Profile** link from the drop-down menu.

The **My Profile** page displays.

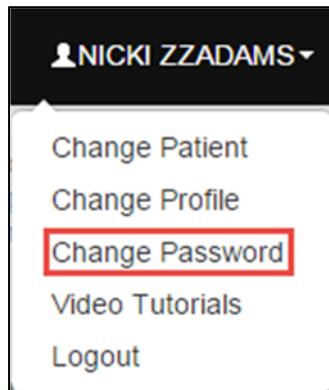
3. Enter the appropriate changes in the appropriate fields:

- **First**
- **Last**
- **Email Address**

- **Security Question**
- **Answer**

4. Click **Save** to save your changes.

5. To change your password, select **your name** on the right end of the main menu.



6. Click the **Change Password** menu choice from the drop-down menu.

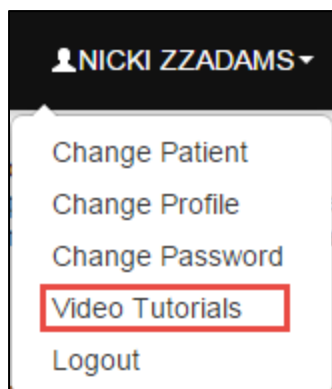
The **Update Password** page displays.

7. Enter the **Current Password** and **New Password**.

8. Re-enter the new password in the **Retype Password** field.

9. Click **Save** to save your changes.

10. Several Video Tutorials are available on the various functions of your portal account. To access any of these videos, click your name on the right end of the main menu.



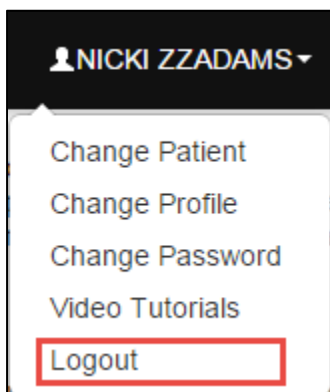
11. Click the **Video Tutorials** menu selection in the drop-down menu.

The **Video Tutorials** page opens with a list of available videos.



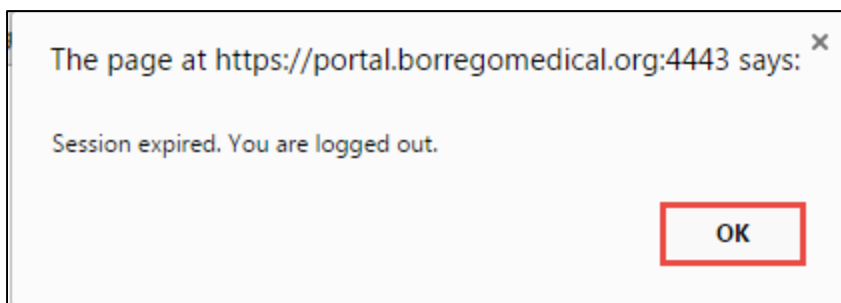
12. Click on the **video tutorial title** to start the video.

13. Logging Out of Your MyHealth Patient Portal Account is easy. Select your name on the right end of the main menu.



14. Click **Logout** from the drop-down menu.

15. Your portal session is ended and a confirmation message box appears in your browser window.



16. Click **OK** and the login page re-opens.

17. Close the browser page, if you don't want to re-access your account at this time.

Please see the list of additional **MyHealth Patient Portal Step by Steps** under **Patient Registration→Office Documents/Links** to learn to use other features of your portal account.