centra HEALTH

Provider Portal Quick Reference Guide How to Update User Profile

Summary

After completing the registration and multi-factor verification processes, a user can update profile information. A user will first need to receive an email to complete the registration process initiated by the Provider Group Administrator. The instructions below describe how to update profile information.

	Dei	mo Provider 🞴
Open Profile Icon Click on the profile icon in the upper right corner. Once the menu opens, click Edit User Profile.	Demo Provider testemail@email.com	
	Edit User Profile	
	Logout	



Update Profile Information

Once the profile screen displays, update the information and include all required fields, then click SAVE.

	Edit User Profile		
UserName	Provider One		
FIRST NAME *	Provider		
LAST NAME *	One		
EMAIL ADDRESS *	testemail@email.com		
CONFIRM EMAIL ADDRESS *	testemail@email.com		
ADDRESS 1			
ADDRESS 2			
CITY			
STATE	Alaska		
ZIP			
PHONE NUMBER	111-111-1111		
PHONE EXTENSION			
Providers in receipt of Faxed determination letters: Official communication of service authorization will be sent to the fax number entered below.			
FAX NUMBER	555-123-9876		
		CANCEL	SAVE >