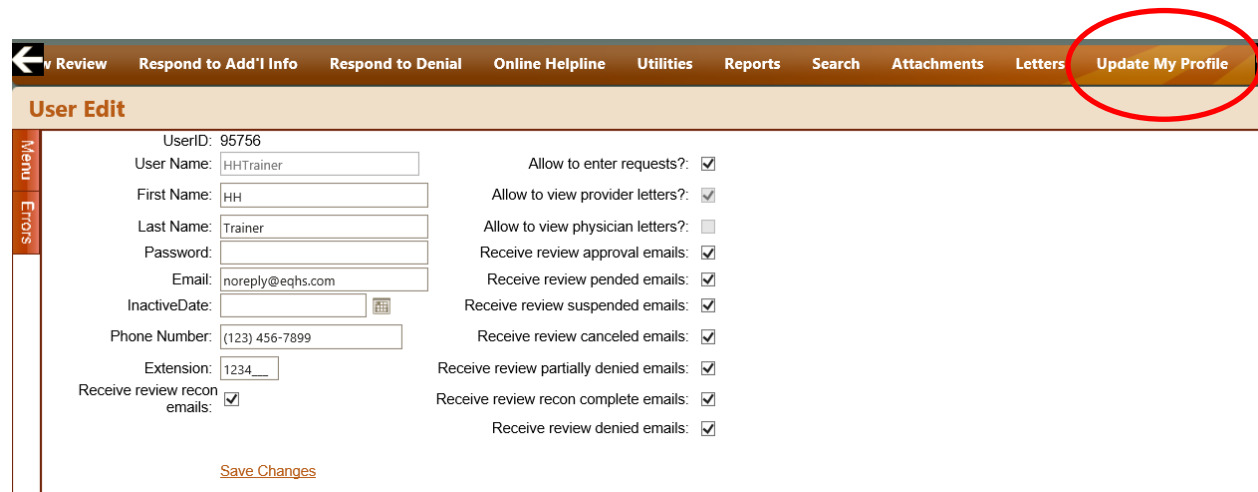


**Purpose:** This guide serves as a tool on how to update or make changes to your user account in eQSuite®.

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



**User Edit**

Menu Errors

UserID: 95756

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 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 inactivate the account and the user will no longer have access to eQSuite®.