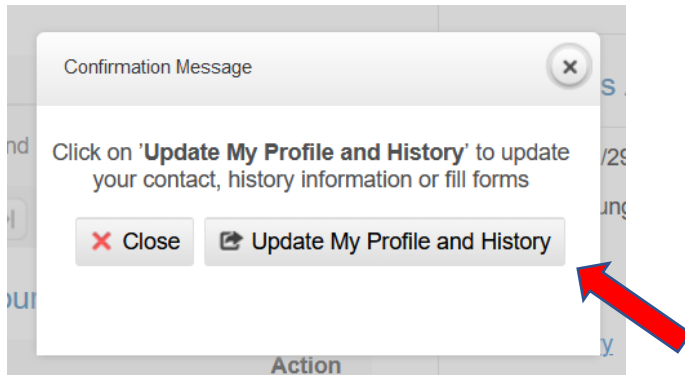


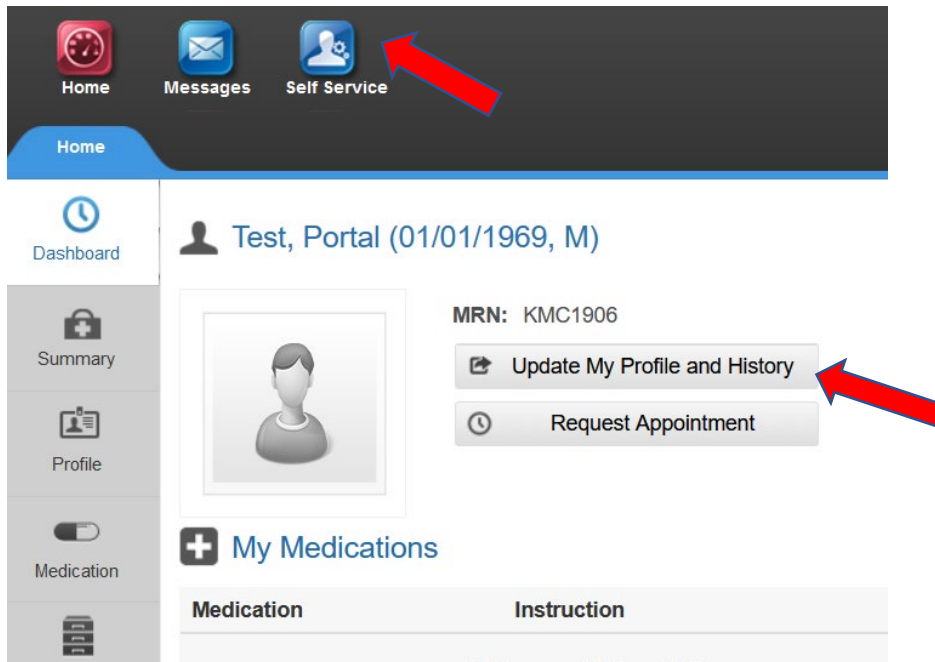
How to Update Your Information in Your Portal

You can do this in your computer, tablet or cell phones.

When you first log in, you see a pop-up box as shown below. Click the button [[Update My Profile and History](#)] as shown below with red arrow.



You can also click [[Self Service](#)] at the TOP as shown below or click the button [[Update My Profile and History](#)]:



Click the blue [Update] Button as shown below.

The screenshot shows a 'Self Summary' page. On the left is a navigation menu with 'Primary', 'Recent', and 'Tests' visible. The main content area is titled 'Self Summary' and contains a 'Patient Profile' section. This section includes a 'Click to Upload' button for a profile picture and the following information: Name: Test,Portal; DOB: 01-01-1969; Gender: Male; Phone: (empty). To the right of the profile information is a blue 'Update' button, which is pointed to by a red arrow. Further right is an 'Allergies' section with a plus sign icon and the text 'Amoxicillin - Moder:'. A '? Help' link is also visible.

Update **full address, cell phone** and **email**. Then click [**Next**] button at the bottom as below.

The screenshot shows a form with two columns: 'Home Address' and 'Contact Data'. The 'Home Address' section includes: Street Address (123), Apt/Suite (empty), City (Reno), State (NV), Zip (89511-____), County (Select County), and Preferred Contact (Select Preferred). The 'Contact Data' section includes: Home Phone, Mobile Phone, Work Phone, Ext. :, Fax, and Email Address (all empty). At the bottom, there are two buttons: 'Save and Exit' and 'Next' with a right-pointing arrow. A red arrow points to the 'Next' button.

Update **Emergency Contact**. Then Then click [**Next**] again. To go back to previous page, click [Back] button.

Lastly enter your **SSN, driver's license numbers** and **state**. These are required.

Ethnicity, Mother's maiden name, language, gender orientation, Employment are optional.

To save and exit, press [[Save and Exit](#)] button at the bottom as shown below.

Additional Details

SSN:	<input type="text" value="___-__-____"/>	Blood G
Driver's License:	<input type="text"/>	Preferre
Issuing State:	<input type="text" value="Choose State"/>	Marital S
		Assisted

Employment Details

Employed: Yes No Unknown

Occupation:



If you need to upload a new insurance card or driver's license or ID card, follow the instruction on [How to Upload Document](#).