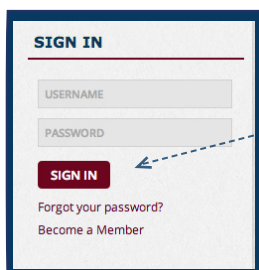


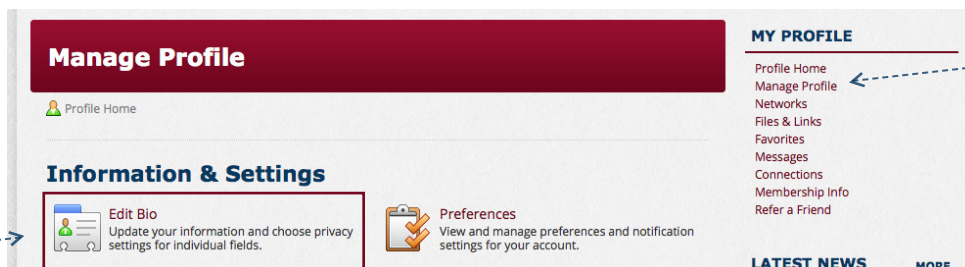
If you are the primary account holder for your Health Department, you have the ability to update your online profile at any time. This includes changing the primary contact for your organization.

The primary contact for you health department is responsible for:

- Updating the Health Department online profile and keeping it up to date
- Managing staff members (including adding new staff and deleting staff)



Sign into your online account. On the home page you'll find the sign in near the top of the website. On all other pages it will be located on the top right hand side of the page.



After signing into your account click on **Manage Profile** and then click on **Edit Bio**.

Once you are on the page to Edit your Bio, you may update the primary contact information. Make sure to update the email address and first and last name in the first section "Account Information."

You will also need to scroll down and update this information once more in the "Additional Information" section. This is to ensure that your primary contact name matches and appears in your online profile in the Member Directory.

Make sure to click the button to save your changes and let the new primary contact know how to log in to this account to make future updates.

