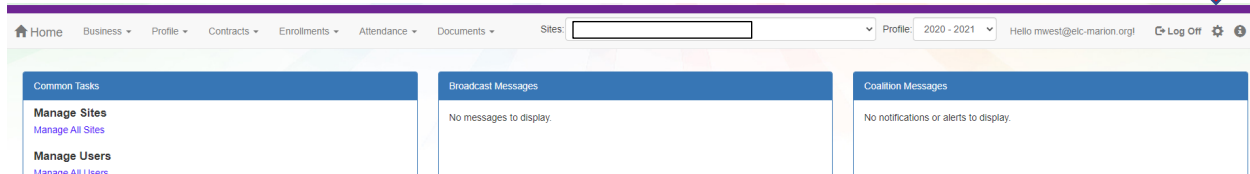


Provider Account: Correcting Signature on provider account

These directions will walk you through the steps to correct your name when you go to sign your attendance, contracts or any other submissions.

- 1) From your dashboard look to the far right top side of the screen and click on the sprocket icon this is where your "Account Information" on your login is stored.

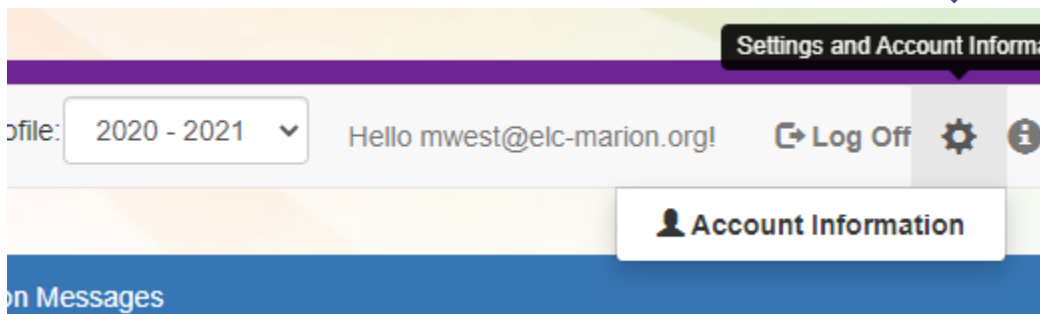
1) Click on Sprocket



1) Click on Sprocket



Enhanced View



Update User Account Information

Please update your account details to continue

First Name*

Middle Name

Last Name*

Suffix

Phone Number*

2) User Info

3) Save

- 2) Update your user information
- 3) Click "save"