Manage Profile

Quick Reference Guide (QRG)

Employer Portal – Profile Maintenance and Dashboard

This Quick Reference Guide (QRG) will provide an overview of the process for managing your profile.
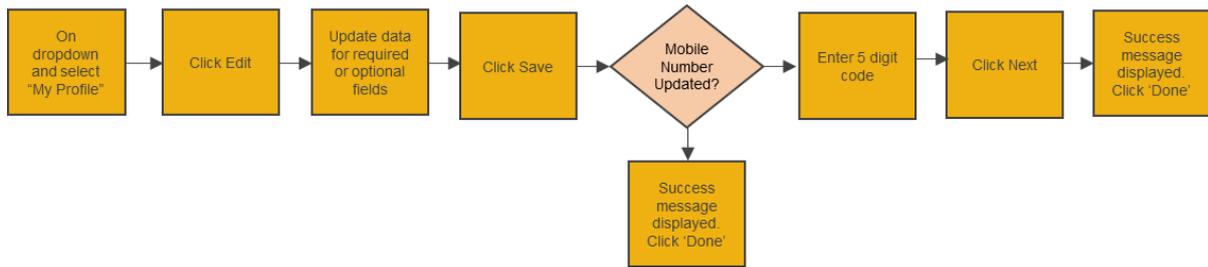
Let us look at the steps in detail for managing the profile.

Purpose: Manage Profile

Step 1:	1. From the **EmblemHealth Home** page, click the **profile icon** in the top right corner. 2. From the drop-down menu, select **My Profile**.
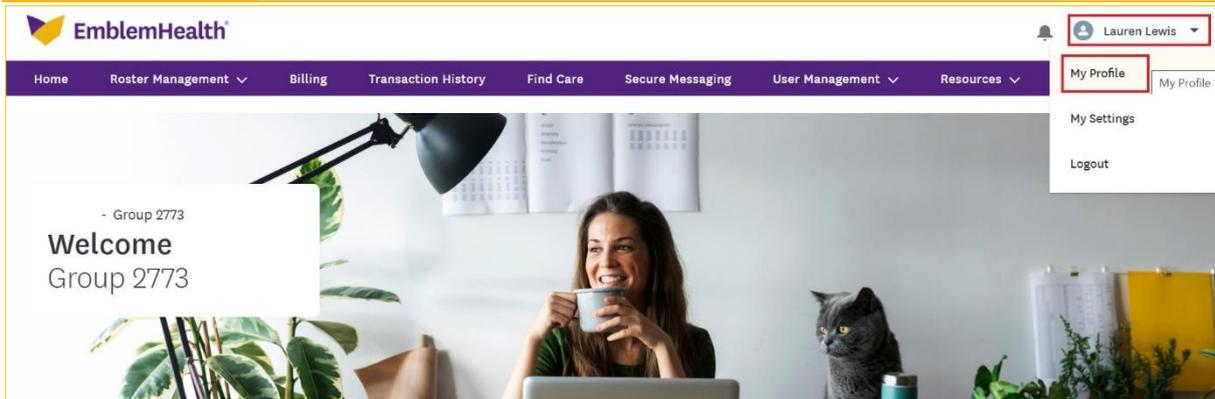
Step 2:

The **Profile Details** screen displays.
1. Click **Edit** to update the field(s).

Profile details

Name Lauren Lewis	**Username** _____@eh.com	**Title**
User role Primary Admin	**Email** v_sabarinathan@emblemhealth.com	**Mobile** (415) 221-2072
Phone 4153086679		

Edit

Alerts

Alerts Type	Email	Text
My Account and Profile Includes alerts about your account settings and contact preferences such as email address, mobile phone and more ..	☑	☐

Edit

Step 3:

The Edit Profile screen displays.
1. Enter the data to be changed (e.g., Mobile number).
2. Click **Save**.
   Note: A non-Admin user cannot change their Email ID. It can be changed only by an Admin.

Edit Profile

Title
_____

First Name*	Middle Name	Last Name*
Lauren		Lewis

Mobile	Phone	Extension
(415) 221-2072	(415) 308-6679	

Email ID
vijayalakshmi.s4@cognizant.c

Please enter user name in an email format

User Name*
_____@eh.com

*Required information

Save

Step 4:	1. Enter the code texted to your mobile number. **Note**: This verification step appears only when you change the mobile number. If you do not receive a code, click **Request a new one** to receive a new code. 2. Click **Next.**

Verify Mobile Number

We've texted a code to your phone ending in [2072].
Please check your phone now as this code will expire in 15 minutes.

Haven't received a code? Request a new one.

*
```
12345
```

Mobile Verification successful. Click next to finish updating preferences.

*Required information

[Next]

Step 5:	A success message displays. 1. Click **Done**.

Your preferences have been successfully submitted.

[Done]

EmblemHealth®

Step 6:

1. You will receive email and text notifications as an alert to any account updates.

Update to your EmblemHealth account

EC   EmblemHealth Communications <EHCommunications@emblemhealth.com>
To   vlocity_employer_tech_Team

↩ Reply   ↩ Reply All   → Forward   ⋯
Thu 11/25/2021 12:52 AM

ⓘ We removed extra line breaks from this message.

The mobile phone number/phone number for your EmblemHealth website has been updated. If you or your administrator didn't make this change, let us know immediately.

Step 7:

When a phone number is changed, you will receive a notification under the bell icon along with email and text notifications.
1. Click the **Notifications** (bell) icon.

🔔   👤 Lauren Lewis ▾

| Home | Roster Management ▾ | Billing | Transaction History | Find Care | Secure Messaging | U |

Notifications   Mark all as read   ✕

This is Global Alert message - Sprint 10 validation

⚡ **Phone number change**
Your Phone number has been updated. If you or your administrator didn't make this change, let us know immediately.
a few seconds ago ●

Only EH Alert message - Sp10 validation

⚡ **000406242475**
Your invoice is now ready to be exported Excel
a day ago

EmblemHealth Healthier for the Holidays Fair Kicks-Off in the Bronx

As the holiday season is underway for many New York families, EmblemHealth…

EmblemHealth Hosts Healthy Food Giveaway Events Across NYC

As the Holiday nears, EmblemHealth, one of the nation's largest nonprofit health…

⚡ **000406242477**
Your invoice is now ready to be exported Excel
a day ago

⚡ **Consolidated invoice**
Your Consolidated Invoice is ready for viewing
a day ago

● ● ●

⚡ **Consolidated invoice**
Your Consolidated Invoice is ready for viewing

Thank You