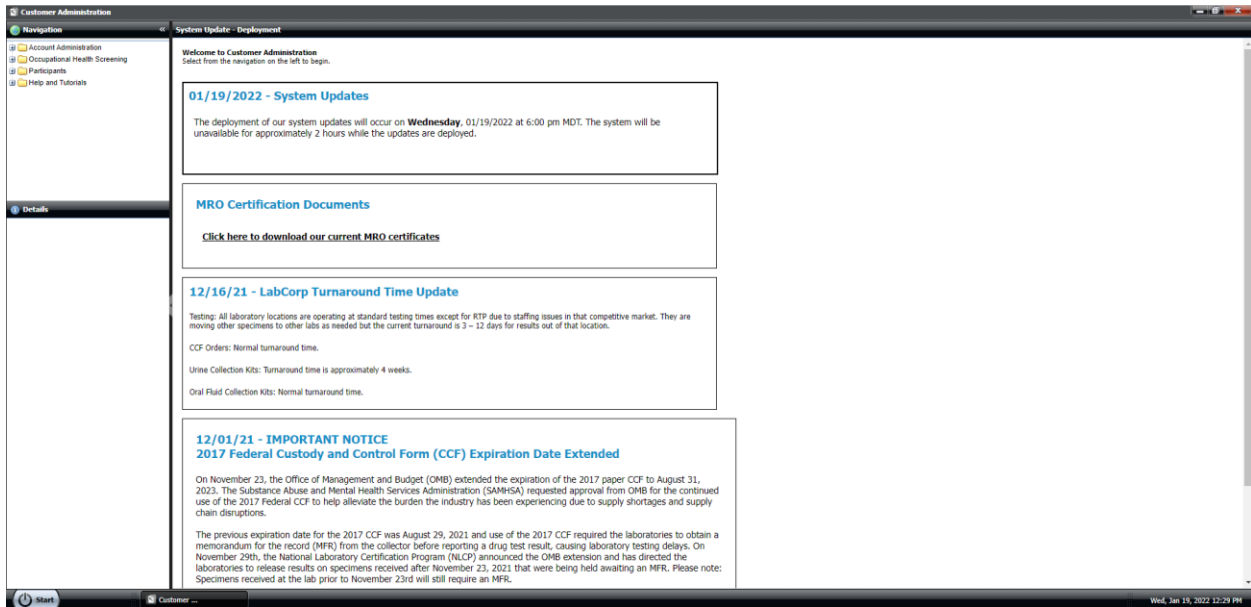
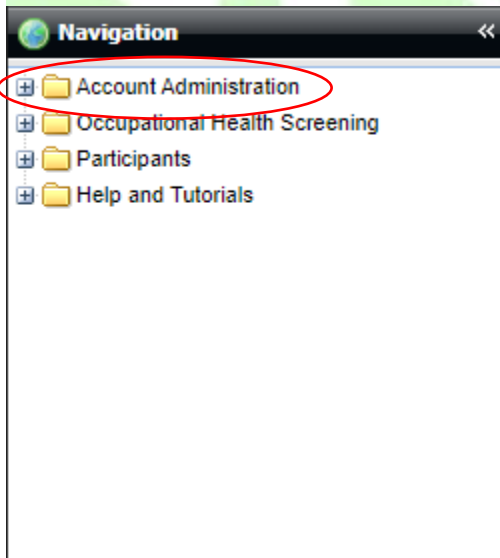


# UPDATE USER INFORMATION

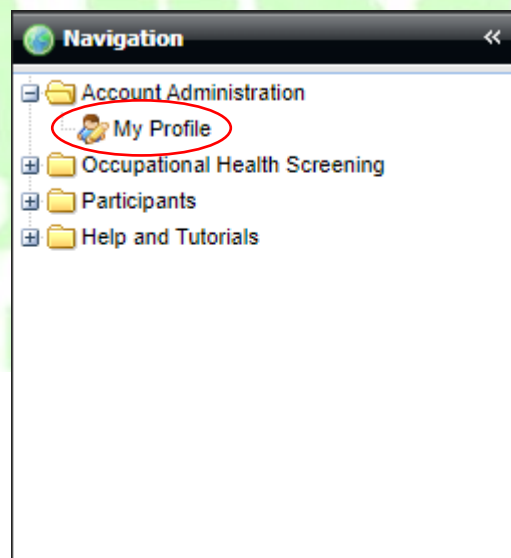
Log into your account and you'll see the following page



Go to the navigation tab and select "Account Administration"



From the drop down menu select "My Profile"



From this page you will be able to update any and all of your information.

**Manage Profile**

Use this form to Manage Profile. All required fields are in bold.

**You Are Currently Logged In As :**

Username:  Customer:

**First Name:**  **Last Name:**

Phone:  Ext:  Phone 2:  Ext:

Fax:   Fax Secure Fax 2:   Fax Secure 2

Email:  User PIN:

**Mailing Address**

Address:  Address 2:

City:  State:  Zip:

**Physical Address**

Address:  Address 2:

City:  State:  Zip:

**Alternate Address**

Address:  Address 2:

City:  State:  Zip:

Please remember text that is **BOLD** is a required field. When you update information here it also updates in our portal as well. THIS IS NOT MEANT TO ADD/CREATE A NEW ACCOUNT. (if you need a new account made please reach out to us via email at bots@badlandsots.com)

Once you are done editing information don't forget to click submit at the bottom of the page to save your changes.

**Navigation**

- Account Administration
- My Profile**
- Occupational Health Screening
- Participants
- Help and Tutorials

**Details**

No details to display

**Manage Profile**

Use this form to Manage Profile. All required fields are in bold.

**You Are Currently Logged In As :**

Username:  Customer:

**First Name:**  **Last Name:**

Phone:  Ext:  Phone 2:  Ext:

Fax:   Fax Secure Fax 2:   Fax Secure 2

Email:  User PIN:

**Mailing Address**

Address:  Address 2:

City:  State:  Zip:

**Physical Address**

Address:  Address 2:

City:  State:  Zip:

**Alternate Address**

Address:  Address 2:

City:  State:  Zip:

**Submit**

Wed, Jun 16, 2022 1:33 PM