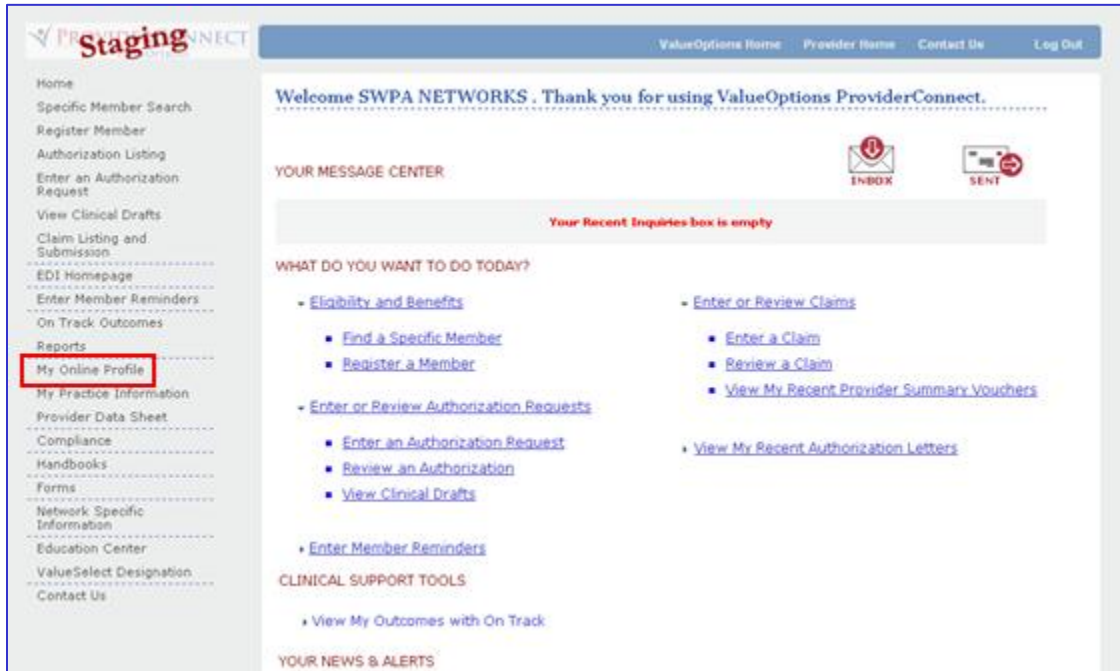


Instructions for changing the ProviderConnect Password

My Online Profile

To change your profile or password for ProviderConnect users must click on the **My Online Profile** link in the navigation bar shown below:



A screen containing two sections will display:

The **Modify Profile** section contains information that **cannot** be changed (e.g., Provider ID, Provider Name, and Tax ID).

Modify Profile

Required fields are denoted by an asterisk (*) adjacent to the label.

This page contains your information. To protect your privacy, do not walk away from your computer while this information is being displayed. We recommend you close your web browser when you are finished with this session, because your personal information will remain in your web browser's memory until you close the browser.

Provider ID	<input type="text" value="613101"/>	
Provider Name	<input type="text" value="SWPA"/>	<input type="text" value="NETWORKS"/>
Tax ID	<input type="text"/>	

The following form is pre-filled with your Profile information. You can modify any of this information by simply entering new information and pressing the Update Profile button. When you press this button, this page will be redisplayed showing the changes you have made.

Instructions for changing the ProviderConnect Password

In the **Editable Profile Details** section, however, the user can edit information (e.g., E-mail Address, Phone Number, and **Password**).

To edit provider information:

1. Enter the new information in the **Editable Profile Details** section.
2. Click **Update Profile**.

Handbooks

Forms

Network Specific Information

Education Center

ValueSelect Designation

Contact Us

*E-Mail Address

*Verify E-Mail Address

Secondary E-Mail Address

*Phone No (1) Ext

Fax Number

*Password

Confirm New Password

*Security Question

*Answer to Security Question

Password must be **between 8 and 20 characters long**, must contain at least one number (0-9), one upper case letter (A-Z), one lower case letter (a-z), one of these special characters (! # \$ ~), but **no spaces**. Make sure it is difficult for others to guess. **Your Password is case-sensitive.**

Would you like to request additional services? Following are the services available with indication of the services you are currently registered for. To request additional items, check the appropriate box.

Claims Inquiry

Claims Submission

Email Notification **Click to receive Email Notifications from ValueOptions**