

How to Update Personal Information

You can update your address, phone number, email address, and other personal details at any time so that your clinic always has the most up-to-date information in your record.

1. Go to **Your Menu**.
2. Scroll down to **Account Settings > Personal Information**.
3. Click **Edit** in the section for the information you need to update.
4. Confirm that your updated information is correct, and then click **Save Changes**.

Your Menu

Search the menu

Account Settings

- Personal Information **2**
- Security Settings
- Personalize

Personal Information

Please enter contact and personal information here, and click **Save** information to be updated in the legal medical record.

Contact Information

1234 Westwood DRIVE
LOS ANGELES CA 90024

Going somewhere for a while? [Add a Temporary Address](#)

3 **EDIT**

Personal Information

Please enter contact and personal information here, and click **Save** information to be updated in the legal medical record.

Contact Information

Going somewhere for a while? [Add a Temporary Address](#)

Country: United States of America

Address: 1234 Westwood DRIVE

City: LOS ANGELES State: California ZIP: 90024

County: LOS ANGELES

Home Phone: 855-364-7052 Mobile Phone: 555-555-5555

Work Phone: Email: bruinbear@ucla.com

4 **SAVE CHANGES** **CANCEL**