

Provider Profile – Email Address Change

The **Provider Profile** page allows you to make changes to your email address.

OUTSTANDING CREDENTIALING ITEMS
Click [here](#) to view the following:

- Items you need to submit before Parallon can complete your credentialing process.
- Items you need others to submit before Parallon can complete your credentialing process.
- Items that have been verified by Parallon during your credentialing process.

The number you see is a count of the items you or someone else needs to submit before Parallon can complete your credentialing process.

EXPIRING ITEMS
Click [here](#) to view the following:

- Your Licenses with the expiration dates
- Your Boards with the expiration dates
- Your Insurance with the expiration dates

The number you see is a count of all items that will expire in the next 45 days.

FACILITIES
Click [here](#) to view the following:

- Facilities where you currently have or are requesting privileges.
- Your existing (or requested) privileges at each facility (from here you can also request additional privileges at a facility).

The number you see is a count of all of the facilities where you currently have or are requesting privileges.

Change Email Address

1. Select **Edit** to the right of your email address.

Provider Profile
DR. SMITH

Change Password | Change Security Questions | Change Delegate

Provider Demographic

Name	Tessa Evett Smith MD	Edit
Date of Birth	11/23/1979	Edit
Email	daniela.goods@parallon.net	Edit

Address

Type	Address	
Home Address	607 Oakley Street, Unit #1 Houston, TX 77006 P: (912) 441-2962 F: E:	Edit Delete
Primary Address	18187 US Hwy 19 N Ste 650 Clearwater, FL 33764	Edit Delete

Need Some Help

Provider Demographic
This section allows you to request a change to your name, Date of Birth, Email, Addresses or Add an Address. Name and Date of Birth Changes will need to be reviewed and processed.
Note: These changes will not be visible in the Credentialing Portal until after the request is reviewed and updated.

Primary Address
This is your primary office location.

Credentialing Address
This is the address where you would like your credentialing information sent.

Important note about Email Address:
A change to your Email Address will change your user name for the Portal.

The **Change Provider Email** page appears.

2. Enter the new **email address**.
3. Click **Submit**.

Note:

- The delegate, CPC, or CSS can also change the email address. This will update the email address immediately. The email address is your username so the next time you login you will use this new email address as your username, to re-authenticate.

Change Provider Email
DR. SMITH

Changing this email address will update your Portal User Name. We will also use this email address to send you portal specific emails.

Current Email: daniela.goods@parallon.net

New Email *

Current Password *

[Submit](#) [Cancel](#)

Need Some Help

This screen displays the provider's current email. This is also the provider's User Name for the Credentialing Portal. The provider will use this email address the next time he/she signs into the Credentialing Portal and all future Portal Correspondence will go to this email address.

If you receive an error that the email address cannot be found, this means the provider has never set up a Portal account. If this occurs and the provider email needs to be changed, please contact 800-263-8422 for assistance.

*An * denotes a required field.*