**Credentialing Portal**

**Provider Profile – Provider Name Change**

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

### Change Provider Information

On the change provider information screen, you may request a change your first, middle, and last name as well as your degree. You may also select the date for the new information to become effective.

1. To make the stated changes, click **Edit**.

2. Enter the correct information.

3. Enter the **Date Effective**.

4. Click **Submit**.

**Note:** The information will route to the MSO queue for processing.
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The Confirmation page appears, advising the request has been submitted. The message will also be sent to the Provider’s Message Center.