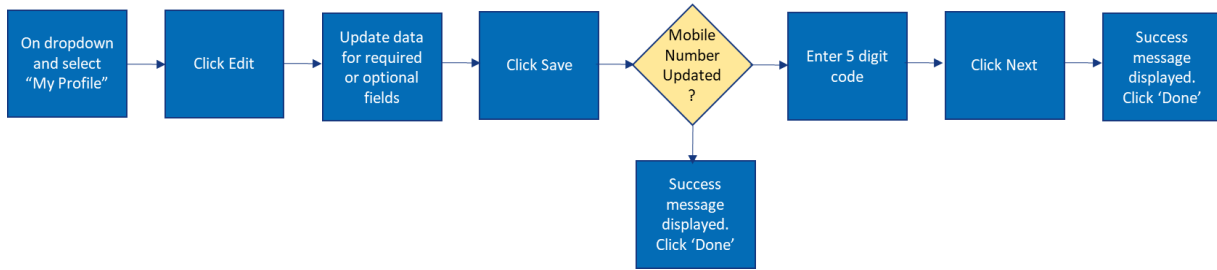


Manage Profile

Quick Reference Guide (QRG)



This Quick Reference Guide (QRG) will provide an overview of the process for managing your profile.



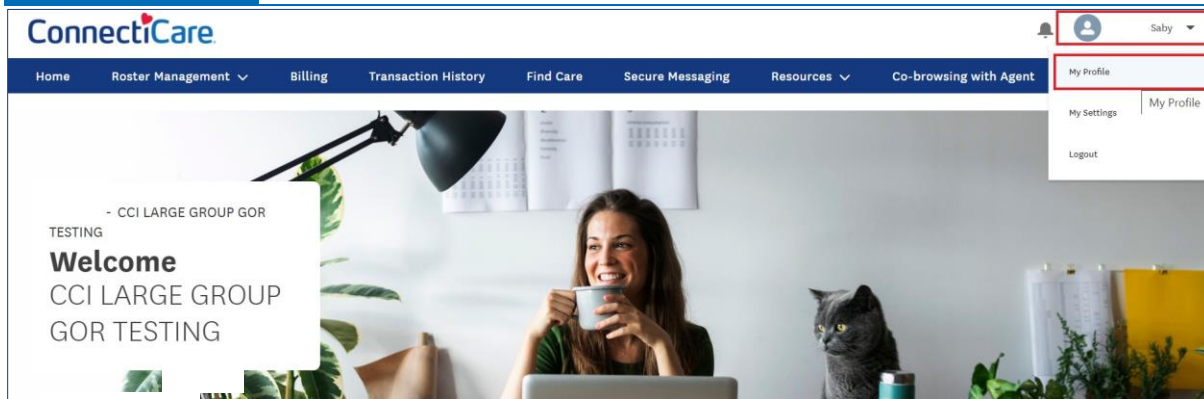
Let us look at the steps in detail for managing a profile.

Purpose: Manage Profile



Step 1:

1. From the **ConnectiCare Home** page, click the **profile icon** in the top right corner.
2. From the drop-down menu, select **My Profile**.





Step 2:

The Profile Details screen displays.
1. Click **Edit** to update the field(s).

Profile details

Name Saby	Username @cci.com	Title
User role Primary Admin	Email vijayalakshmi.s4@cognizant.com	Mobile (415) 321-2072
Phone 6394767349	Edit	

Alerts

Alerts Type	Email	Text
My Account and Profile Includes alerts about your account settings and contact preferences such as email address, mobile phone and more ..	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit		



Step 3:

The Edit Profile screen displays.
1. Enter the data to be changed (e.g., Mobile number).
2. Click **Save**.
Note: A non-Admin user cannot change their Email ID. It can be changed only by an Admin.

Edit Profile

Title		
First Name*	Middle Name	Last Name*
		Saby
Mobile (415) 221-2072	Phone (639) 486-7349	Extension
Email ID vijayalakshmi.s4@cognizant.com		
Please enter user name in an email format		
User Name* @cci.com		
<small>*Required information</small>		
Save		



Step 4:

1. Enter the code texted to your mobile number.
Note: This verification step appears only when you change the mobile number. If you do not receive a code, click **Request a new one** to receive a new code.
2. Click **Next**.

Verify Mobile Number

We've texted a code to your phone ending in [2072].
Please check your phone now as this code will expire in 15 minutes.

Haven't received a code? [Request a new one.](#)

*

12345

Mobile Verification successful. Click next to finish updating preferences.

*Required information

Next

Previous



Step 5:

- A success message displays.
1. Click **Done**.

Your preferences have been successfully submitted.

Done



Step 6:

1. You will receive email and text notifications as an alert to any account updates.

Update to your ConnectiCare account



ConnectiCare Communications <CCICommunications@connecticare.com>
To: vlocity_employer_tech_Team

Reply Reply All Forward

Thu 11/25/2021 12:41 AM

We removed extra line breaks from this message.

The mobile phone number/phone number for your ConnectiCare website has been updated. If you or your administrator didn't make this change, let us know immediately.



Step 7:

When a phone number is changed, you will receive a notification under the bell icon along with email and text notifications.

1. Click the **Notifications** (bell) icon.

The screenshot shows the ConnectiCare web application interface. At the top left is the ConnectiCare logo. Below it is a navigation bar with links: Home, Roster Management, Billing, Transaction History, Find Care, Secure Messaging, and Resource. On the right side of the navigation bar, there are icons for a bell (Notifications) and a user profile (Saby). A notification pop-up is visible on the right side of the screen, titled "Phone number change". The notification text reads: "Your Phone number has been updated. If you or your administrator didn't make this change, let us know immediately." Below the notification text is the date and time: "Feb 14, 2022 11:57 AM". The main content area of the page shows a "Welcome" message for "CCI LARGE GROUP GOR TESTING" and a background image of a woman smiling while holding a mug, with a cat sitting on a desk in front of her.

Thank
You