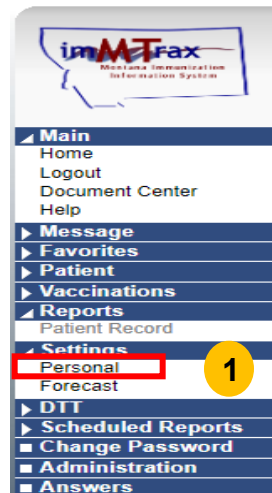


This quick reference guide provides the workflow for how imMTrax users can update the contact email linked in their imMTrax user account to ensure that their correct work contact email is listed.

Important Note - This workflow does not replace the user access procedure to notify the Immunization Program if you have transferred employment to a new work location. To transfer your imMTrax access to a new work location, please have your new supervisor submit an [electronic imMTrax Access Request form](#).

Steps to Follow:

1. Go to **Personal** settings, located under the **Settings** menu on the left-side.



2. Click the **Update** button at the bottom of the **Update Contact Information** section.

Personal Settings

Update Contact Information

Street	Work Phone
City	Email NANCY.NURSE@ABCMEDCENTER.ORG
State	
Zip Code	
County	

Update

3. Enter your updated email address in the **Email** field (bold and red letters).
4. Click the **Save** button.

Personal Settings

Update Contact Information

Street	Work Phone
City	Email NANCY.NURSE@ABCHEA
State	
Zip Code	
County	

Cancel **Save**