



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 <u>electronic imMTrax Access Request form</u>.

## **Steps to Follow:**

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



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

Personal Settings		
Update Contact Infor	mation	
Street	Work Phone	
City	Email	NANCY.NURSE@ABCMEDCENTER.ORG
State		
Zip Code		
County		2

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

Update Cont	act Information			
Street			Work Phone	
City			Email 🤉	NANCY.NURSE@ABCHEA
State	select	~		
Zip Code				
County	All Counties	~		Cancel Save

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