

Update *imMTrax* User Email

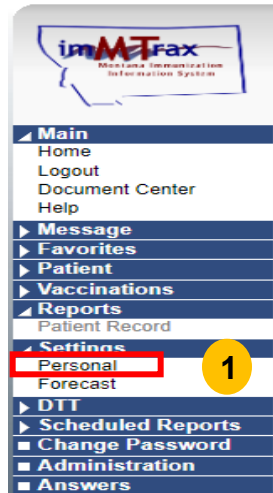


This quick reference guide provides the workflow for how *imMTrax* users can update the contact email linked in their *imMTrax* user account to ensure that their correct work contact email is listed.

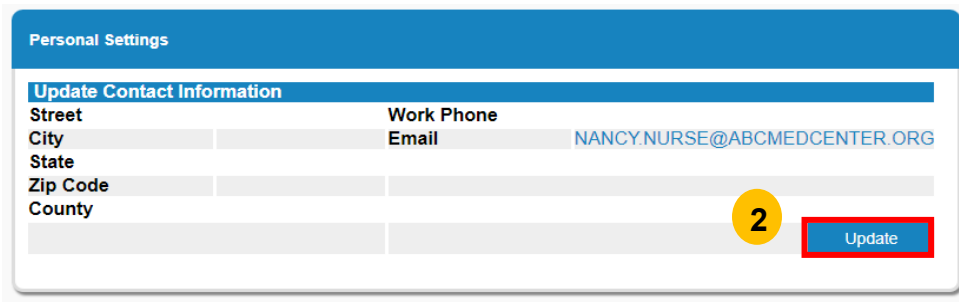
Important Note - This workflow does not replace the user access procedure to notify the Immunization Program if you have transferred employment to a new work location. To transfer your *imMTrax* access to a new work location, please have your new supervisor submit an [electronic *imMTrax* Access Request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



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

