

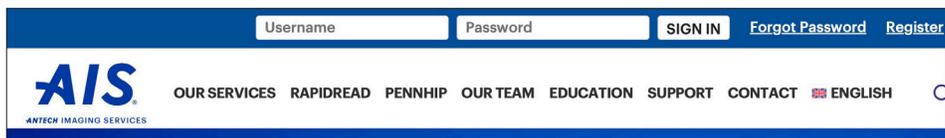


ANTECH IMAGING SERVICES

<https://info.antechimaging.com>

How to change user information

1. Log in to your account on <https://info.antechimaging.com> by entering your Username and Password and click “Sign In.”



2. Click on the USER SETUP tab on the blue bar on the top. Then click “User Setup Search” (Admin account) or “User Setup” (Individual account.) To change your password, click “Password Reset.”

LOGGING IN AS AN ADMIN ACCOUNT



LOGGING IN AS AN INDIVIDUAL ACCOUNT



3. If you chose Password Reset, this will take you to a reset password page.

Please choose a new password for

Password	Verify Password
<input type="text"/>	<input type="text"/>
<input type="button" value="Save"/>	

- 4a. **ADMIN only:** If you chose User Setup Search, scroll to the bottom of the page and click “Search.”



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- 4b. **ADMIN only:** A list of users on your account will appear. Click on the name of the user you would like to edit. This will take you to the User Setup page for that user.

User Search Results			
Displaying 1 - 20 of 29			
* denotes an inactive user and/or employment.			
Name	Organization/Function	Email Address	Action
Dr. Demo Donna	AIS Demonstration Center - General Practitioner		Employment Setup
Dr. John Doe *	AIS Demonstration Center - General Practitioner *	info@antechimaging.com	Employment Setup

5. Change your desired information and then click **“Save Changes.”**

User Setup download preferences

Title: +

Last Name: * First Name: Middle Name:

Organization:

Billing Address

Use associated organization Address

Street Address Line 1 Street Address Line 2

City State/Province +
(for US and Canada only)

County Zip Code

Country +

Mailing Address

Use billing address

Street Address Line 1 Street Address Line 2

City State/Province +
(for US and Canada only)

County Zip Code

Country +

Time Zone

Contact Information

Main(Work) Phone (555)555-5555

Use associated organization primary phone # ext Home Phone (555)555-5555 ext

Fax (555)555-5555 Mobile (555)555-5555

Use associated organization fax #

Alternate Fax (555)555-5555

Email

Use associated organization email address * CC Email

Pager Email

AIS-PennHIP Member Number AIS-PennHIP Certification Status

N/A Non Member

AIS-PennHIP Distractor Number

N/A

Login Information

User Name

Save Changes