

How to change user information

https://info.antechimagingservices.com

1. Log in to your account on <u>https://info.antechimagingservices.com</u> by entering your Username and Password and click "**Sign In**."



 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		
ACCOUNTING	USER SETUP	DICOM DEVICES	ACCOUNTING	USER SETUP	HELP
	User Setup Search)	(User Setup	
Practitioner	Password		I OPTIONS	Prefs/Non Prefs	
atient Name	Reset		stiant Name	Password Reset	

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

Please choose a new password for			
Password	Verify Password		
	Save		

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

PACS ACCOUNTING USER SETUP PREDEFINED	REPORTS DICOM DEVICES HELP		
Enter Parameters To Search			
Туре	General Practitioner Veterinary Specialist Veterinary Technician rDVM		
First Name		Last Name	
User Name		PennHIP Member/Distractor Number	PennHIP Cert Status
		Email Address	
Phone No.	Please enter the phone number in formal xxxxxxxxxx (without dashes, spaces or parenthesis)	Fax No	Please enter the fax number in format xxxxxxxxxx (without dashes, spaces or parenthesis)
Specialty (for Vet Specialists)	AAHA Certification Book Nuclear Medicine CT Myelogram Cardiology		
	Search On Ad	Idress	
Street Address (line 1)	Street Address (line2)	City	StateProvince(If in U.S. or Canada)
County	Zip Code		
	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	_		_		Show 20 💿 results per page
* denotes an inactive user and	i/or employment.				
	Name	Organization/Function		Email Address	Action
Dr. Demo Donna		AIS Demonstration Center - Ge	eneral Practitioner		Employment Setup
Dr. John Doe		AIS Demonstration Center - G	eneral Practitioner *	info@antechimagingservices.com	Employment Setup

5. Change your desired information and then click "Save Changes."

User Setup			
	download preferences		
Title: Dr 😋			
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	Zin Code		
County			
Country			
0			
	Mailing Address		
Vise billing address			
Street Address Line 1	Street Address Line 2		
City	State/Province		
	(for US and Canada only)		
County	Zip Code		
Country			
0			
Time Zone			
	Contact Information		
Main(Work) Phone (555)555-5555			
Use associated organization primary phone # ext	ext		
Fax (555)555-5555	Mobile (555)555-5555		
Use associated organization fax #			
Alternate Fax (555)555-5555			
Email	CC Email		
 Use associated organization email address 			
Pager Email			
AIS-PennHIP Member Number	AIS-PennHIP Certification Status		
AIS-PennHIP Distractor Number	Non Member		
NA NA			
	Login Information		
User Name			
	Save Changes		