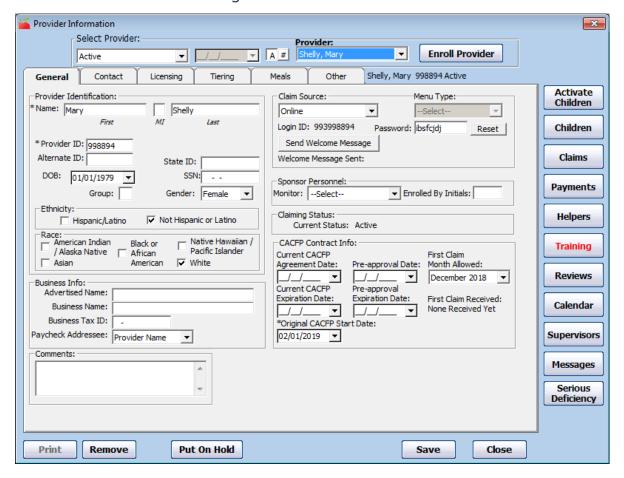# Update Provider Information

Last Modified on 03/20/2019 2:21 pm CDT

Once you enroll providers, you can update them at any time in the Provider Information window.

1. Click the **Providers** menu and select **Provider Information**. You can also click the Provider menu, select **List Providers**, and click **View** next to the provider to change. The Provider Information window opens.

2. Click the **Provider** drop-down menu and select the provider to change.

3. Click each box to change and enter new information over the existing information. You can change information in each of the tabs.

4. When finished, click **Save**.