



Telemedicine Customer Support 24/7/365
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HOW TO UPDATE USER INFORMATION

Important note:

- Adding or Deactivating users must be done by Technical Support.
- Contact Technical Support at support@antechimaging.com or (877) 727-6800 for assistance.

- 1) Log in to www.antechimaging.com by entering your Username and Password in the upper right hand corner fields and clicking “Go”.

- 2) Click on the USER SETUP tab on the blue bar on the top and then click “User Setup Search.”

- 3) Scroll to the bottom of the page and click “Search.”

The next steps depend on if you are logged in as an individual or as an admin account.

- 4a) If you are logged in as an admin account, 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.

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@antechimagingervices.com	Employment Setup

- 4b) If you are logged in as an individual account, the User Setup page will appear with your individual information.

The screenshot shows the 'User Setup' page with the following sections:

- Title:** Dr
- Last Name:** Vet
- First Name:** Relief
- Organization:** VCA Arroyo Animal Hospital
- Billing Address:** Includes fields for Street Address Line 1, Street Address Line 2, City, State/Province, County, and Zip Code.
- Mailing Address:** Includes fields for Street Address Line 1, Street Address Line 2, City, State/Province, County, and Zip Code.
- Contact Information:** Includes fields for Main(Work) Phone, Home Phone, Mobile, Alternate Fax, and Email.
- Login Information:** Includes fields for User Name, Password, and Verify Password.

A red circle highlights the 'Save Changes' button at the bottom right of the form.

- 5) Change your desired information and click “Save Changes.”

For assistance please contact us:
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