

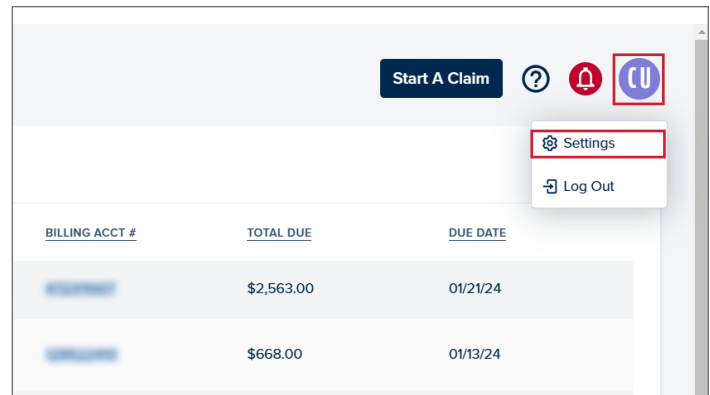
Request a Change to an Account

Settings for Insured Portal

Follow these steps to request a change be made to your account.

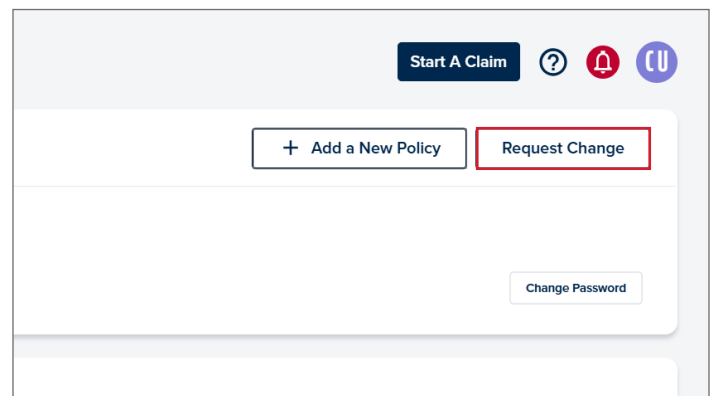
Access Settings

1. From the top of any page, click your avatar icon and select **Settings** from the drop-down menu.



Request Changes

1. On the Settings page, click **Request Change**.



2. In the Request Account Changes modal, do the following:
 - a. Enter your **Phone Number**.
 - b. Provide more information about the changes you are requesting in the **Request Changes** text box.
3. When finished, click **Send**.

A screenshot of the 'Request Account Changes' modal. The modal has a title bar with a close button. It contains three input fields: 'EMAIL' (with a red asterisk), 'PHONE NUMBER' (with a red asterisk), and 'REQUEST CHANGES' (with a red asterisk). The 'EMAIL' field contains a blurred email address. The 'PHONE NUMBER' field contains a blurred phone number. The 'REQUEST CHANGES' field contains the text 'Please make the following changes to my account...'. At the bottom right, there are two buttons: 'Cancel' and 'Send' (with a red arrow icon).