

# Did you know?



## eXPRS Pro Tip for DD Personal Support Workers (PSWs) Keep your eXPRS User Email Address Current

### Did you know ...

*... you can change the email address on your eXPRS user account yourself to keep it current? It's important that eXPRS has the most up-to-date email address for you on your eXPRS user account.*

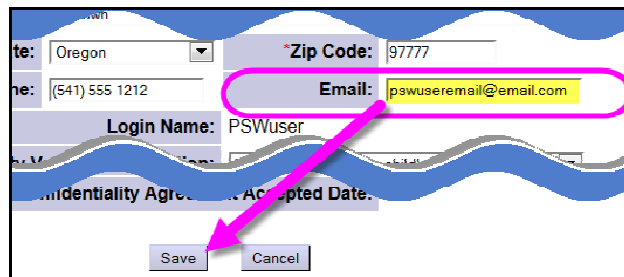
Each eXPRS user should have an up-to-date email address listed on their eXPRS user account. The email address on your eXPRS user account is what the system uses to send you password resets and other communication, like your provider credential expiration notices.

PSWs can update their email address on their eXPRS user account themselves, and it's pretty easy to do.

1. Successfully login to eXPRS.
2. From the top menu row, click on **My Account**.



3. In the **View User – My Account** page, click **EDIT** at the bottom of the page.
4. Change the information in the **Email** field to your current email address. Double check to be sure the email information is entered correctly.



5. Click **SAVE** and you're done!