


## Provider Guide – eQSuite® Email Notifications

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1. Login to eQSuite®
2. Click on the “Update My Profile” Tab
3. Verify your email address is correct in the Email field.
4. Ensure all the boxes are checked under the header “Choose a status to receive email for”
5. Click on save changes

### Update My Profile

UserID:		Allow to view provider letters: <input checked="" type="checkbox"/>	<b>Choose a status to receive email for:</b>
User Name:	<input type="text"/>	Allow to view physician letters: <input checked="" type="checkbox"/>	Pended for Info <input checked="" type="checkbox"/>
First Name:	<input type="text"/>		LOI <input checked="" type="checkbox"/>
Last Name:	<input type="text"/>		At Recon <input checked="" type="checkbox"/>
Password:	<input type="password"/>		Administrative Hold <input checked="" type="checkbox"/>
Email:	<input type="text"/>		Awaiting Required Attachments <input checked="" type="checkbox"/>
InactiveDate:	<input type="text"/> 		Approved <input checked="" type="checkbox"/>
Phone Number:	<input type="text"/>		Partially Denied <input checked="" type="checkbox"/>
Extension:	<input type="text"/>		Denied <input checked="" type="checkbox"/>
			Recon Completed <input checked="" type="checkbox"/>
<input type="button" value="Save Changes"/> 