

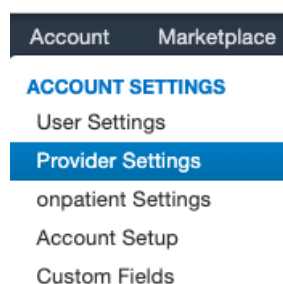
# How do I edit my contact information?

07/24/2024 4:00 pm EDT

One of the first steps you will want to do when setting up your DrChrono account for the first time is to enter all of your contact information. This includes your name, specialty, website, phone numbers, and all of the necessary information to get you up and running.

DrChrono makes this a very easy process for you to do by following the below steps.

1. Hover your cursor over the **Account** and select **Provider Settings**. You will land on the **Profile** tab by default.



2. You will now be on your profile page. Please enter/edit in all of your information and then select **Update Entire Profile** at the bottom of the page to lock in your changes.

# Account Settings

- Profile
- General
- Email
- Medical Billing
- eRx Info
- Services
- Usage
- My Billing
- Sample Data
- Security
- Patient Payments

Doctor ID 248094  
Practice Group ID 239636  
First Name   
Last Name   
Specialty  +  
Job Title   
Timezone   
Salutation   
Suffix   
Website   
Home Phone   
Office Phone   
Cell Phone   
Password   
drchrono PIN  4-digit numeric pin for unlocking iPad EHR from inactivity  
Current Plan

## Profile Images ?

Profile Picture  No file chosen Will be attached to patient emails  
Practice Business Logo  No file chosen Will be attached to emails & official forms  
Display logo on faxes  Display business logo on fax cover sheet

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**Note:** If you need to update your email address, please contact your account manager or our [support team](#). If you do not remember your account manager's contact information you can email [accountmanager@drchrono.com](mailto:accountmanager@drchrono.com).

That's it! Now, all of your contact information has been updated. You can also upload your practice's [logo](#) from this page as well.