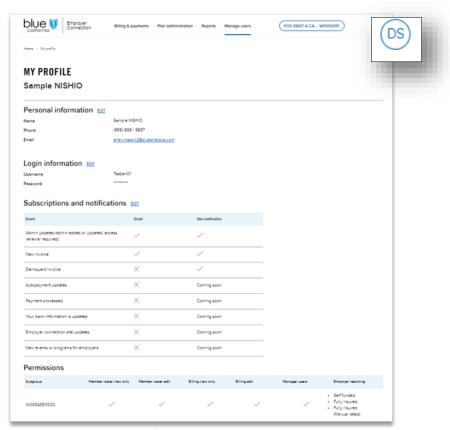## My Profile

The My Profile page is designed to be unique to you. Here, you can seamlessly access and modify your profile information, notification preferences and subscriptions, ensuring a hassle-free experience.



### Accessing Your Profile:
1. Click the "Initials" icon in the navigation bar's upper right corner.
2. This will lead you to your profile page, where you can edit your personal information, login details, and subscriptions.
3. If you are a Primary Contact or Delegate with "Manage Users" rights, you can access other profiles via "Manage Users/Overview."

### Profile Overview:
- In the "My Profile" section, you'll find categories like "Personal Information," "Login Information," "Subscriptions and Notifications," and "Permissions."
- Delegates can update their details, login information, and subscriptions.
- Primary Contacts or Delegates with "Manage Users" rights can also edit permissions.
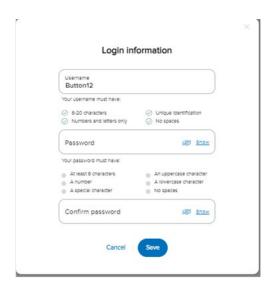
Home > Manage users > User details

## USER PROFILE
### John Smith

**Personal information** ⓘ

| | |
|---|---|
| Name | John Smith |
| Phone | (555) 555 - 5555 |
| Email | john@testing123.com |
| Username | Button12 |

**Permissions**  Edit

| Subgroup | Member roster view only | Member roster edit | Billing view only | Billing edit | Manage users |
|---|---|---|---|---|---|

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**Personal information**  ×

First name
DIANA

Last name
SHERWOOD

Phone
(530) 533 - 2710

Email
E3231439.Button12.ec.testing@blueshieldca.co

Confirm email
E3231439.Button12.ec.testing@blueshieldca.co

Cancel     **Save**

## Editing Personal Information:
1. Click "Edit" next to "Personal Information."
2. Make the necessary changes to your personal information.
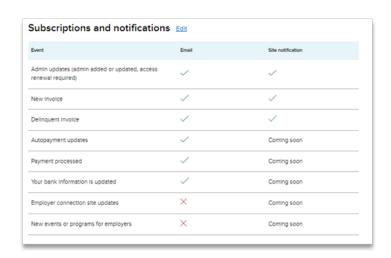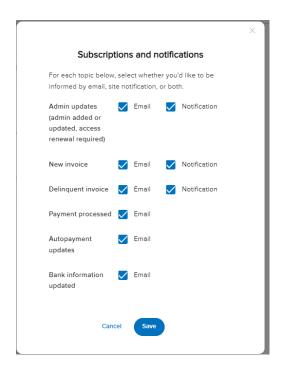3. Save your changes to update your profile or click "Cancel" to disregard the changes.

## Editing Login Information:

1. Option for "Edit" next to "Login Information."
2. Apply the desired changes to your login details.
3. Save the changes to update your login information or select "Cancel" to undo the changes.

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**Subscriptions and notifications** Edit

| Event | Email | Site notification |
|---|---|---|
| Admin updates (admin added or updated, access renewal required) | ✓ | ✓ |
| New invoice | ✓ | ✓ |
| Delinquent invoice | ✓ | ✓ |
| Autopayment updates | ✓ | Coming soon |
| Payment processed | ✓ | Coming soon |
| Your bank information is updated | ✓ | Coming soon |
| Employer connection site updates | ✗ | Coming soon |
| New events or programs for employers | ✗ | Coming soon |

**Subscriptions and notifications**

For each topic below, select whether you'd like to be informed by email, site notification, or both.

Admin updates (admin added or updated, access renewal required) ☑ Email ☑ Notification

New invoice ☑ Email ☑ Notification

Delinquent invoice ☑ Email ☑ Notification

Payment processed ☑ Email

Autopayment updates ☑ Email
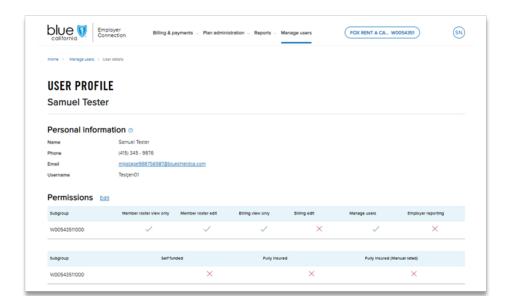
Bank information updated ☑ Email

Cancel **Save**

## Managing Subscriptions and Notifications:

1. Customize your email and notification preferences in the "Subscriptions and Notifications" section.
2. Check or uncheck the boxes based on your preferences.
3. Manage new notification options as needed. Notifications will appear within the site while subscriptions are emailed to you.
4. Click "Save" to confirm your preferences or "Cancel" to exit without saving.
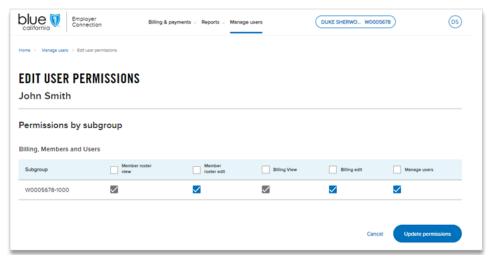
## Delegate Profile Viewing:
- For Primary Contacts and brokers, accessing a delegate's complete profile is straightforward through the "Manage Users" feature.
- Click on the delegate's name to view their profile.
- Clicking on their email address generates an email if Outlook is set as the primary mail application.

## Managing Permissions:
1. Primary Contacts and HR Admin Delegates with "Manage Users" permission can adjust a Delegate's permissions.
2. Click "Edit" next to "Permissions" to modify permissions by checking the relevant boxes.
3. Save your changes to update permissions.

**Understanding Permission Indicators:**

- Gray checkboxes indicate viewing permissions that are part of the edit permission set due to prior selections.
- The permission column remains grayed out if a Delegate needs authorization to edit access.

At Blue Shield of California, we aim to provide a straightforward experience, enabling you to focus on your core responsibilities. Should you have any questions or need further assistance, refer to this guide or contact Employer Services.