Attachment: Instructions for updating personal contact information on the Health Commerce System (HCS)

1. This is accomplished easily when logging into the HCS homepage by clicking on the “My Content” tab in the purple menu bar, and then scrolling down to the choice labeled, “Change my contact information” (see screen picture below). If you have trouble with your HCS account login, please contact: 866-529-1890 for assistance.

2. Alternatively, your HCS Coordinator can update this information on your behalf.

3. When updating your contact information on the “Emergency Contact Information” tab (highlighted in blue below), we are requesting that you enter the phone number of the device at which you can most reliably be reached, e.g., your cell phone, in the Phone 1 field for Business Hours contacts, and also in the Phone 1 field for the Non-Business Hours Contacts. This information will work best with the way the HCS Notification System functions and will give us the best result in contacting you whenever it may be necessary.

4. Please also be sure to provide redundant phone numbers in the Phone 2 and Phone 3 fields for both Business and Non-Business Hours if available, and complete the fields for email address, SMS text (which is your cell phone number and the service provider/carrier, e.g. AT&T Wireless).