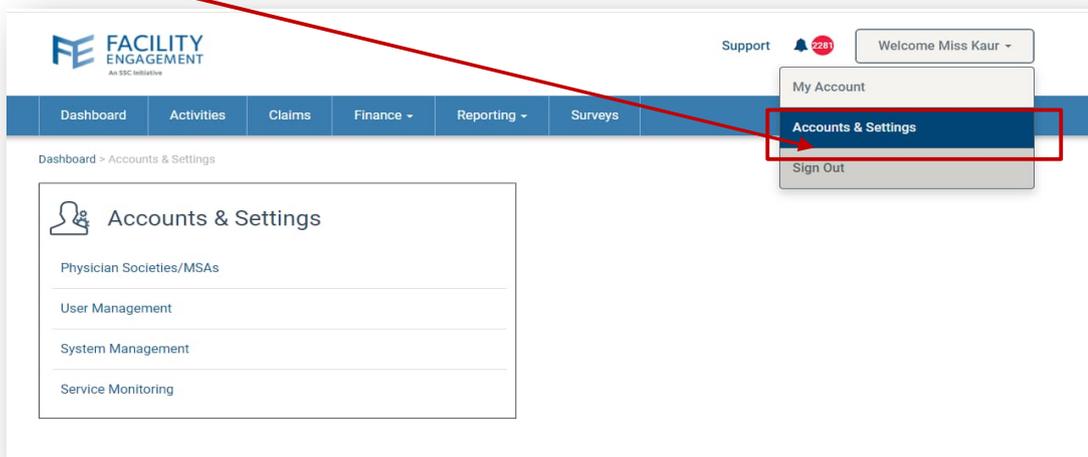# FEMS Tip Sheet:
How to Update User Profile information

How to solve it in FEMS

1. **Click on the "Welcome *username*" button at the top left corner in FEMS dashboard.**

2. **Select "Account and Settings" option from the drop down.**

3. **Select "User Management" option from the Accounts and Settings Menu.**

4. Search for the user using the filters and then click on the record for the user from the list of users, whose profile information needs to be changed.

5. Click on the "Update" button.

6. The update account web page will open. Make the desired changes to the user's profile information and once the changes are done, click on the "Submit" button at the bottom of the page to save the changes.
    NOTE: if a physician would like to add a GST number and charge GST on their claims, please select "Yes" to the last question on the page and enter the GST number.