



## *Maryland Institute for Emergency Medical Services*

### **How to Update E-Mail Address – Users**

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The following instructions will guide you through the process to update your profile's e-mail address in the Hospital Hub. This is an important feature that is used when using the system's "Forgot Password" option. The e-mail address needs to be your hospital assigned e-mail address for security reasons.

#### **Website URL:**

<https://hub.emsbridge.com/md/>

#### **Change/Correct E-Mail Address in Profile**

1. Log into Hospital Hub as normal.
2. At the top right of the page, click [Your Name] to open your profile..
3. Under the Demographics Tab, scroll to the bottom and click "Edit Demographics."
4. Change e-mail address as necessary.
5. Click the "Verify" link
  - a. This will send a generic e-mail to your address to ensure that it is entered correctly.
6. When complete, click Save.
  - a. Message will appear saying, User demographic information a successfully bbeen saved."
7. Click the "Hospitla Hub" link at the top left of the screen, below the ImageTrend logo to return to the Hub.