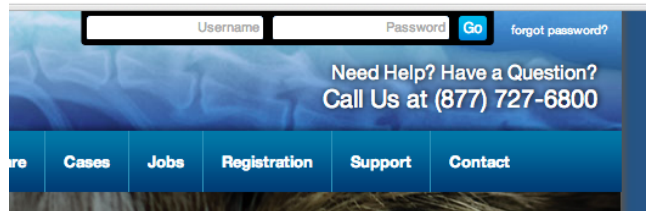




Office: (877) 727-6800 Fax: (877) 870-4890
Tech support (24/7): support@antechimagingervices.com

HOW TO CHANGE YOUR USER INFORMATION ON AIS (Adding or deactivating practitioners must be done by tech support.)

- 1) **Log in** to www.antechimagingervices.com by entering your Username and Password in the upper right hand corner fields and clicking Go.



- 2) Go to User Setup, then User Setup Search if logged in as the general account. Scroll down to the bottom and click Search.

If logged in as an individual user, you will click User Setup, then User Setup again, to access your own information only.

- 3) The general login will give you a list of users at your organization. Click on the name you would like to edit. This will take you to the User Setup page for the actual user. If you scroll down to the bottom of the page, you can change the username, password and contact information.

As always, please don't hesitate to contact AIS at 877-727-6800 or support@antechimagingervices.com if you have any questions or need further assistance.