

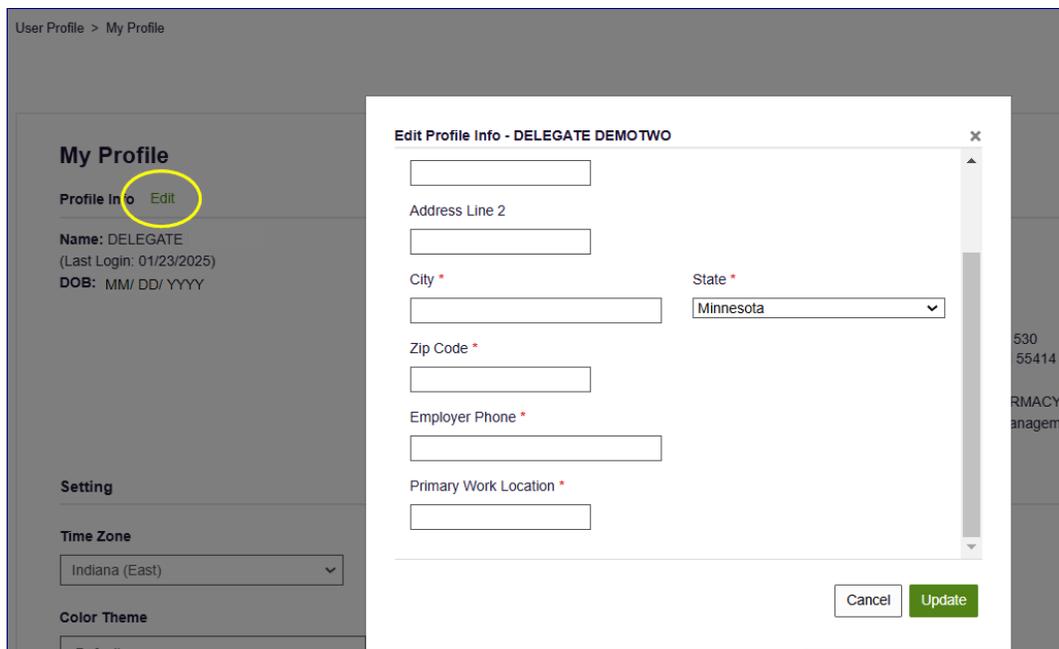
Account Management for Delegates

[Login](https://minnesota.pmpaware.net/login) to your MN PMP Account. (<https://minnesota.pmpaware.net/login>)

Go to **Menu > User Profile > My Profile**

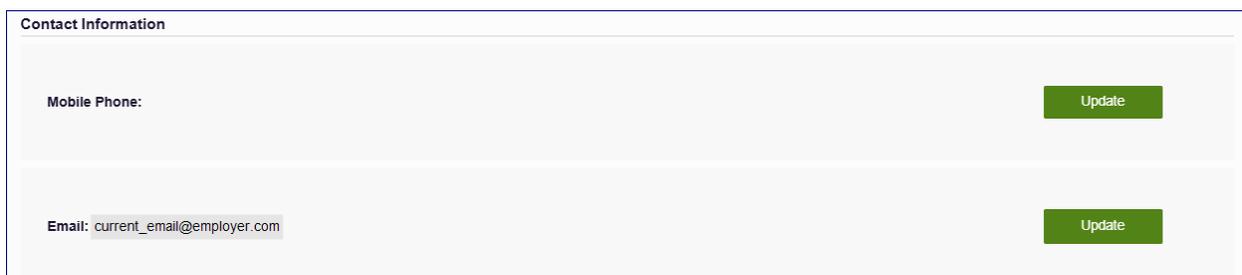


To update your address, phone number, and/or work location select **Edit** beside **Profile Info**



To add or update your mobile phone number, select **Update** in the **Contact Information** section.

To edit your email address, which is your username for login, select **Update** in the **Contact Information** section and follow the instructions.



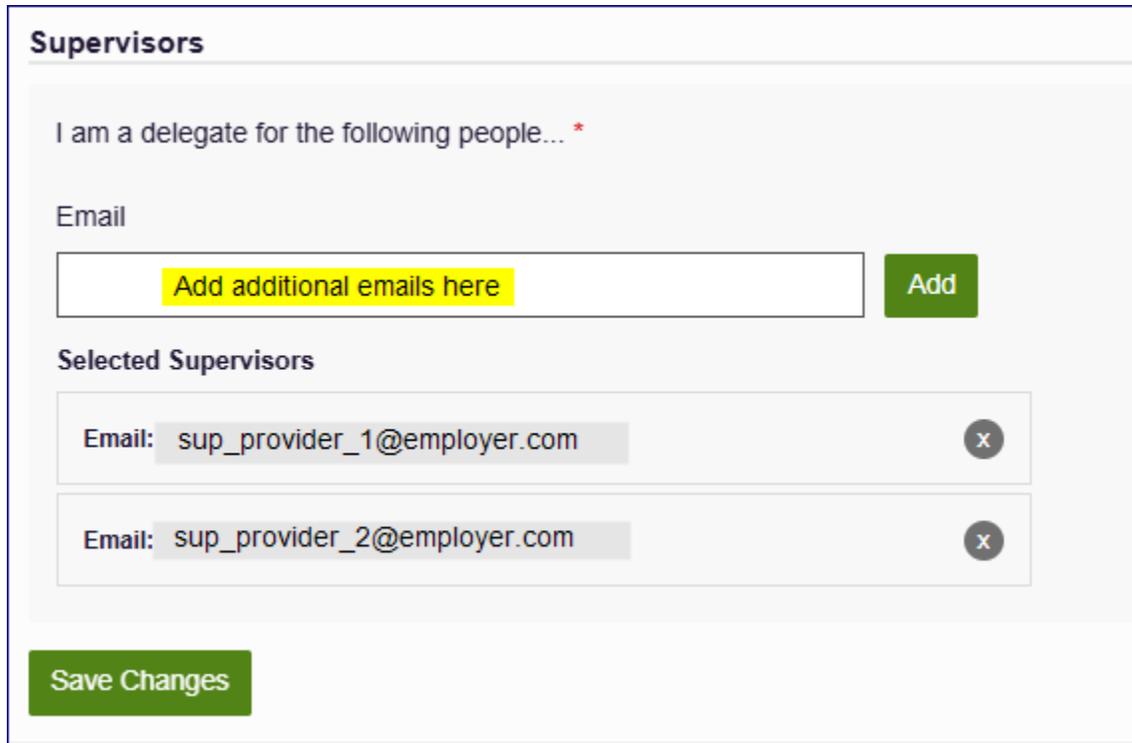
Access the **Supervisors** section to add additional supervisors to or remove supervisors from your Delegate Account.

Add:

- Enter the **Email** of a supervising provider that you will submit requests under their authority. (First verify that you are entering the correct email address that is the username for this provider's MN PMP account.)
- Click **Add**
- An email request will be sent to the supervisor to approve access.

Remove:

- Under **Selected Supervisors** click the "X" to the right of the supervisor's email you wish to be removed from.



The screenshot shows a web interface titled "Supervisors". At the top, it says "I am a delegate for the following people... *". Below this is an "Email" input field with a yellow placeholder text "Add additional emails here" and a green "Add" button to its right. Underneath is a section titled "Selected Supervisors" containing two entries. Each entry shows an email address in a grey box followed by a circular "X" icon for removal. The first email is "sup_provider_1@employer.com" and the second is "sup_provider_2@employer.com". At the bottom left of the interface is a green "Save Changes" button.

Click **Save Changes** after any edits made.