



Quick Start Guide: Edit Profile

Step 1: Login to account.

Step 2: Select **'Edit Profile'** (left-hand column). You can edit your address, phone number, employee ID, and credentials. Select **'Update Profile'** when done.

Other Options: Change your email address and/or reset password

- If the email you are using is already in our system, you will receive an error. Contact Apex.
- Passwords must meet the minimum requirements.

Note: First and last names are not allowed to be updated by user. Please contact Apex at support@apexinnovations.com or 866-294-4599 ext. 111 or 112 for name changes.