## Updating the supervisor listed on your JVHL web portal account

- 1. Sign into the JVHL web portal from jvhl.org, **not** from plmweb.jvhl.org.
- 2. Once on the JVHL resource center homepage click the "Update My Profile" menu option, on the left.



	nes in	aborato	ry Medicine
Welcome to the Joint Venture Hospit	al Laboratories Resource Center,	alittle !	
Update My Profile	Update My Profile Maintaining an accurate profile allows you rely on from JVHL. Please review and update your profile regularly.		
Alerts			
CAP Distribution Schedules	Update My Password	Update My User Details	Request Access Change

4. If you scroll to the bottom of the page, you will see the supervisor information section. Please make sure that this information is up to date. If it is not up to date, please input the correct information for a supervisor other than yourself as you cannot verify your own account.

Links of Interest	Supervisor First Name Supervisor's First Name is required
Prior Authorizations	
Vlookup Instructions	Supervisor Last Name Supervisor's Last Name is required
	Supervisor Email Supervisor's Email is required
	Supervisor Phone Supervisor's Phone is required
	Save Changes

5. Finally, click "Save Changes".