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## Subscriber Step-by-Step Instructions

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### How to Navigate to Subscriber Account

1. Go to [www.onehealthport.com](http://www.onehealthport.com)
2. Click on Single Sign On tab on top tool bar
3. Click on "Manage Your Account"
4. Click on "Subscriber Account"
5. Login with OneHealthPort Subscriber ID and Password

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### Change Email Address for Your Own Account

1. Login to [Subscriber Account](#):  
<https://identity.onehealthport.com/EmpowerIDWebIdPForms/Login/OHPIDENTITY-PROD>
2. Click on "Update Personal Information"
3. Make changes and click Submit

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### Change Secret Questions

1. Login to [Subscriber Account](#):  
<https://identity.onehealthport.com/EmpowerIDWebIdPForms/Login/OHPIDENTITY-PROD>
2. Click on "Change Secret Questions"
3. Make changes and click Submit

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### Change Password

1. Login to [Subscriber Account](#):  
<https://identity.onehealthport.com/EmpowerIDWebIdPForms/Login/OHPIDENTITY-PROD>
2. Click on "Change Password"
3. Make changes and click Submit

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### Find My Administrators

1. Login to [Subscriber Account](#):  
<https://identity.onehealthport.com/EmpowerIDWebIdPForms/Login/OHPIDENTITY-PROD>
  2. Click on "My Administrators" to view name, email address, and phone number of administrators.  
Optional: Subscribers can export this list to Excel, CSV, or PDF format.
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