

# Profile Update

@health.mil



## Overview

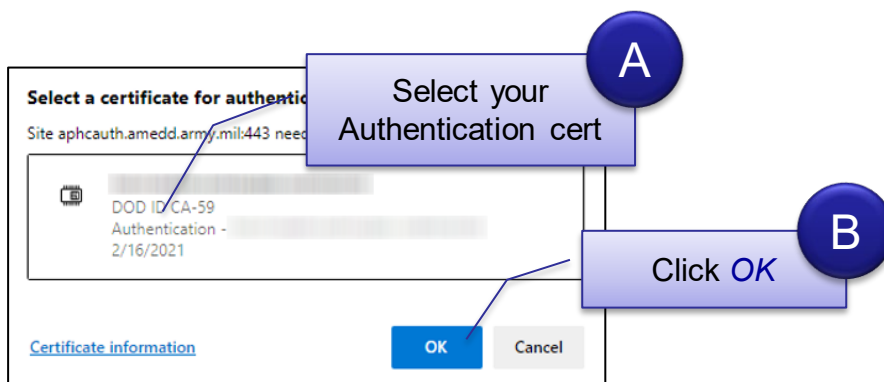
DHA personnel outside of the APHC will need to manually update their Extranet profile to reflect their new @health.mil email address. Users will not receive emails if the email address is not changed once forwarding is turned off. This document outlines the process required to change an email address within the Extranet.

## Process

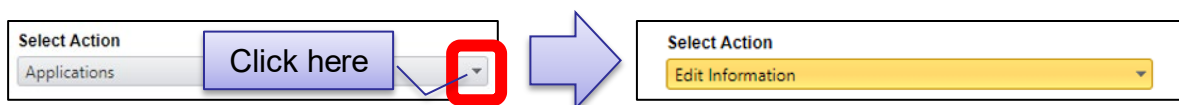
1. Navigate to <https://ephc.amedd.army.mil/XTRAHome/Login.aspx>
2. Select the *Click here to login with your CAC* link.



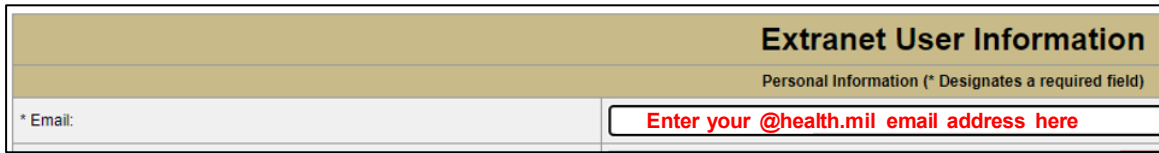
3. Select your *Authentication* certificate, and then select the *OK* button.



4. Click on the *Select Action* dropdown arrow, and then select *Edit Information* from the list.

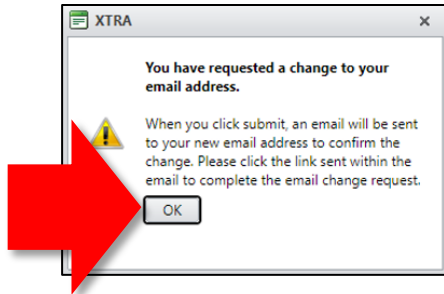


5. Replace your @mail.mil email address with your new @health.mil email address.

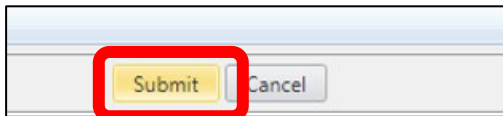


The form is titled "Extranet User Information" and includes a sub-header "Personal Information (\* Designates a required field)". The "Email" field is highlighted with a red box and contains the text "Enter your @health.mil email address here".

6. Select the OK button.

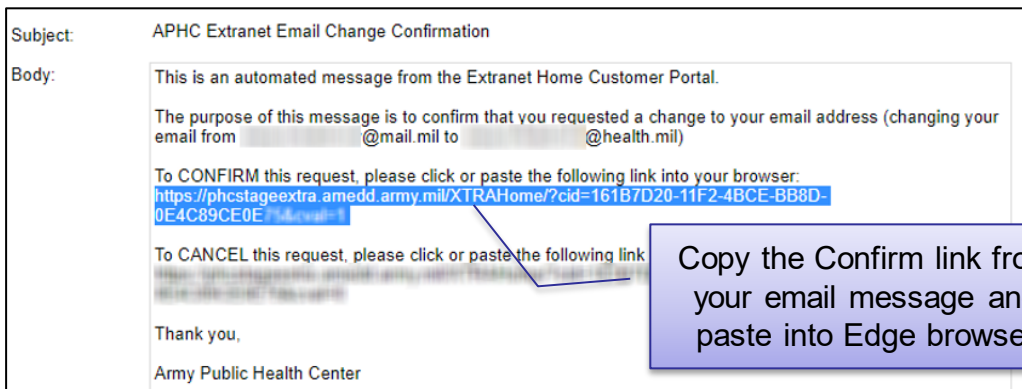


7. At this time, verify all other fields for correct information. Upon doing so, select the Submit button at the bottom of the form.

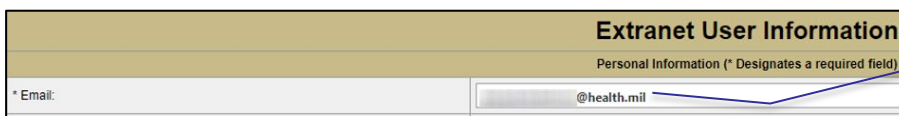


A close-up of the bottom of the form showing two buttons: "Submit" and "Cancel". The "Submit" button is highlighted with a red rectangular box.

8. You will receive an APHC Extranet Email Change Confirmation email. Copy and paste the Confirm URL into your Edge browser. Click Enter on your keyboard.



9. Return to Extranet and verify that your profile email address has changed to your @health.mil address.



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Should read @health.mil