# How to View or Edit your Demographics
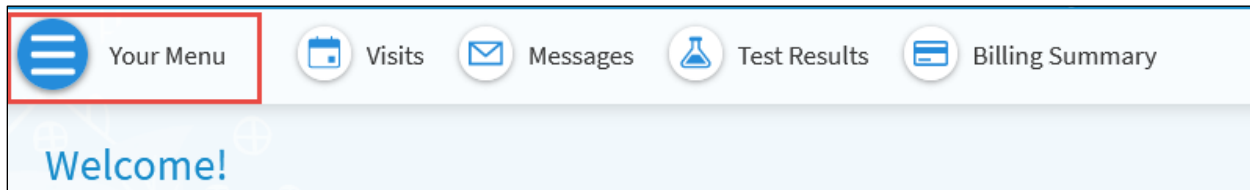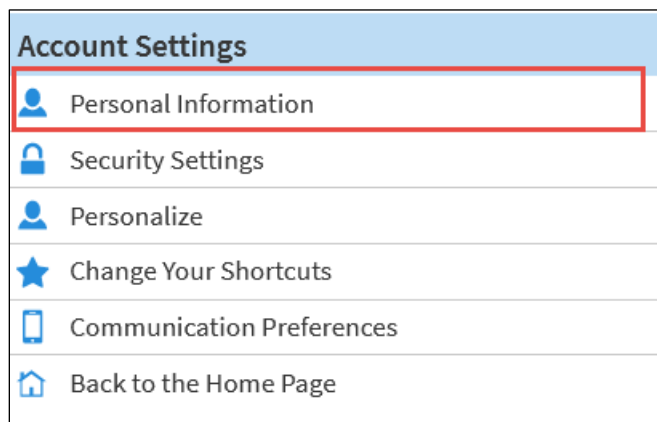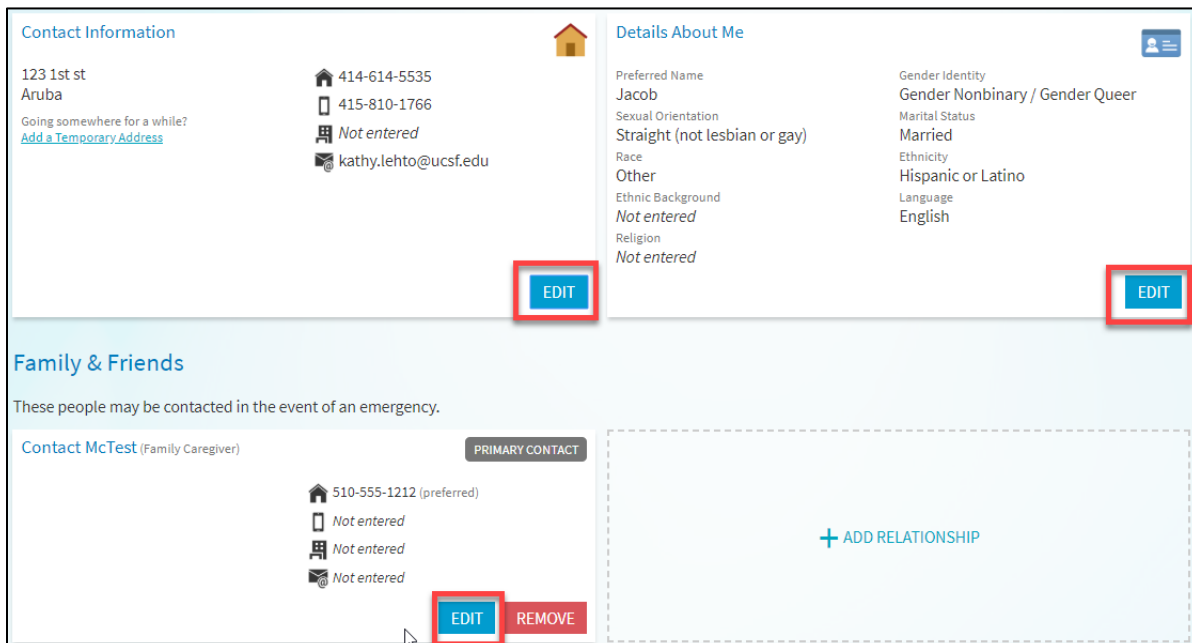
1) To view or edit the demographics in your record first select "Your Menu".

Your Menu | Visits | Messages | Test Results | Billing Summary

Welcome!

2) From the drop-down menu locate the "Account Settings" section and select "Personal Information".

**Account Settings**

- Personal Information
- Security Settings
- Personalize
- Change Your Shortcuts
- Communication Preferences
- Back to the Home Page

3) To update your Contact Information, Details about you and your Family, or Friends/Emergency Contacts, click the "Edit" button in the desired section.

**Contact Information**

123 1st st
Aruba

Going somewhere for a while?
Add a Temporary Address

414-614-5535
415-810-1766
Not entered
kathy.lehto@ucsf.edu

EDIT

**Details About Me**

Preferred Name
Jacob
Sexual Orientation
Straight (not lesbian or gay)
Race
Other
Ethnic Background
Not entered
Religion
Not entered

Gender Identity
Gender Nonbinary / Gender Queer
Marital Status
Married
Ethnicity
Hispanic or Latino
Language
English

EDIT

**Family & Friends**

These people may be contacted in the event of an emergency.

Contact McTest (Family Caregiver)          PRIMARY CONTACT

510-555-1212 (preferred)
Not entered
Not entered
Not entered

EDIT   REMOVE

+ ADD RELATIONSHIP

4) Make the updates to any field. Be sure to click the green "Save Changes" button when you have completed your updates or your changes will not be saved.

**Contact Information**

Going somewhere for a while? Add a Temporary Address

Country
Aruba

Street Address
123 1st st

Home Phone
414-614-5535

Mobile Phone
415-810-1766

Work Phone

Email
kathy.lehto@ucsf.edu

SAVE CHANGES    CANCEL