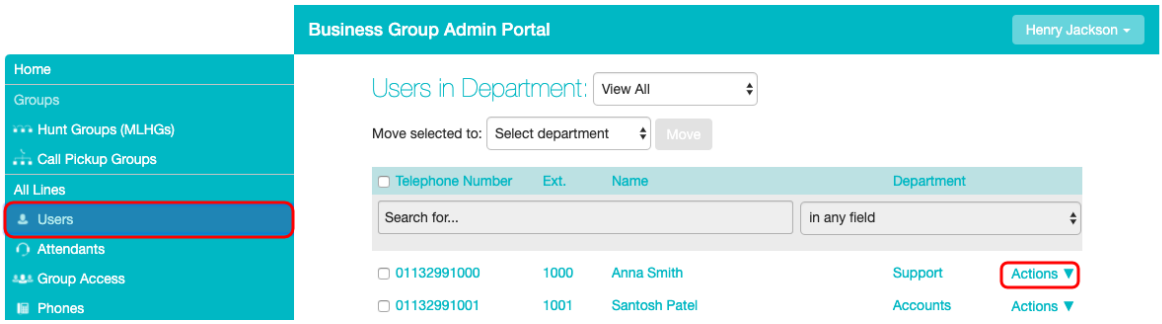
How Do I Change The Name Of A User/Subscriber?

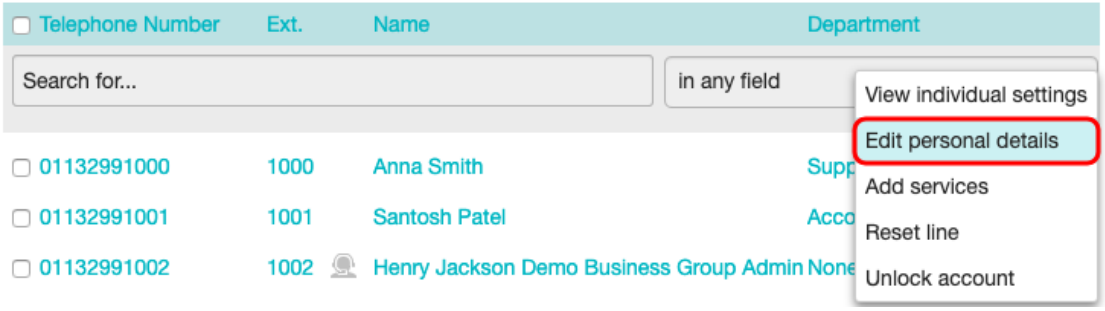
INFO: Only BG Administrator will be able to change subscriber names. Please speak to your System Administrator to request a name change.

As a BG Administrator login to the BG Admin Portal, once logged in follow the below instructions:

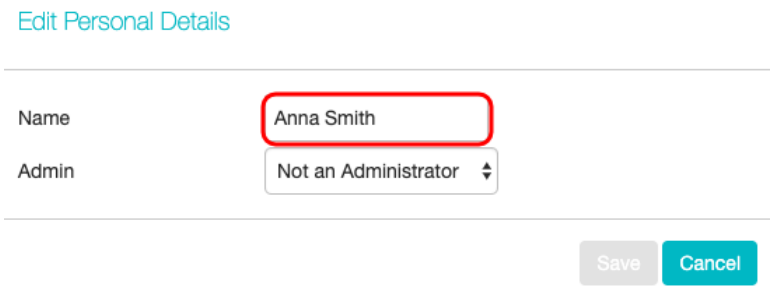
- From the side menu click on **Users**, this will display a list of users (subscribers). For the user you want to change the name for click on the **Actions** menu.



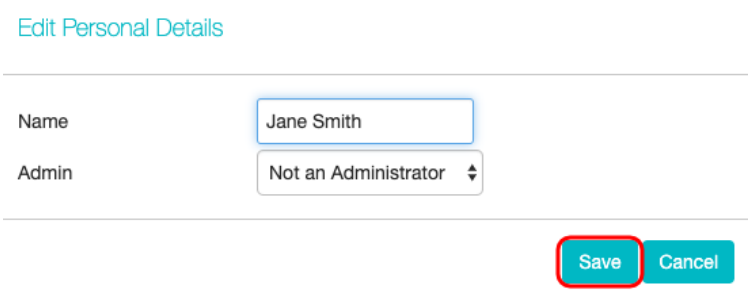
- From the **Actions** menu click on **Edit personal details**



- In the pop up window type the new name in the **Name** field.



- Click on **Save** to save your changes.





INFO: You may need to log out and log back into the Pod Connect applications to see your changes.

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