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.