

How do I edit information after sharing it with an organization?

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On your **My ePACT** page, click on your name or the name of the dependent for which you would like to update information and then the name of the organization to which you'd like to send the update. **Please note that changes in an organization page will only affect this organization.**

The screenshot shows the top navigation bar with 'Resources', 'My Requests', and 'Help'. Below, a list of dependents is visible. Janet Downey, a dependent, is highlighted with a red box. A dropdown menu is open for her profile, listing her organizations, emergency contacts, and out-of-area contacts. The first organization, 'City of Lakeland Parks & Recreation', is also highlighted with a red box.

Resources My Requests Help

dependents.

Jack Downey
Household Member

Janet Downey
Dependent

Janet Downey [X]

Janet's Organizations:

- **City of Lakeland Parks & Recreation
- Chartwell Parks & Recreation After School Care
- Lonsdale Elementary School

Janet's Emergency Contact:

- Brice Sproatt-Fromme
- Franco Santos
- Harry Santos
- Tiffany Wilson

Janet's Out of Area Contact:


- Janet Bingham

Personal Profile

Click on the blue **Edit** button in the appropriate section.

Janet Downey
Dependent

Personal Profile **City of Lakeland Parks & Recreati... My Forms (0)



Contact Info Edit

Full Name: Janet Downey
Address: 123 Wilson Drive
Vancouver, British Columbia
90211 Canada

Primary Phone #:
Secondary Phone #:
Legal Guardian Phone #: 87391730219 (Jack Downey - Primary)
#: 555555555 (Nancy Santos-Downey - Primary)

Profile Actions

- Change or Remove photo
- Disconnect From Organization
- Download Record

[Return to My ePACT](#)

Important Medical Information

- Allergies
- Food allergy
- Medication Allergies

Enter the new information and be sure to click on the **Save** button to complete the edit.

Additional information about member's allergies and intolerances

He should not take any medications that aren't cleared with his physician.

Emergency injection of epinephrine is required

Dietary Needs

Is the member diabetic? *

Pre-diabetic

Please add any additional details.

Needs to watch her sugar intake.

Save Cancel