

How to Update Your CDHM Account

Follow the steps below for updating your CDHM account profile information and uploading documents.

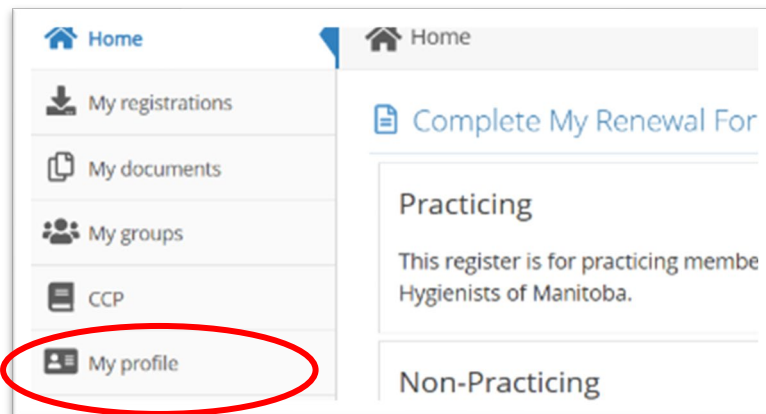
What is a Profile Update?

A profile update is how you can update your CDHM information. Updates include:

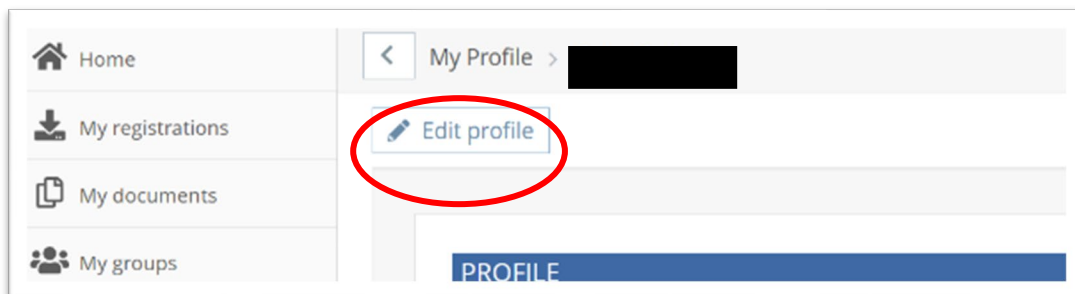
- Change of home address, email, or phone number.
- Name change request.
- Employment update.
- Application for Local Anaesthetic, Restorative, Orthodontic, and Extended Practice.
- Uploading CPR, Liability Insurance Memorandum, Criminal Record Check.

How to Complete a Profile Update

1. Login to your CDHM account.
2. From your Home Page **click 'My Profile'** located in the left-hand menu.



3. **Click 'Edit Profile'**.



4. **Important:** You will always be required to **verify your 'Employment status'** and indicate if there are changes to your employer(s) by indicating **'yes' or 'no'**.



2023/2024 EMPLOYMENT

* Employment status

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Employer(s) (List all Employers)

5. Update your information as needed. For example, to upload a CPR Certificate, scroll down to the **'BLS CPR Certification'** section and **click the 'Add'** button and upload your document.



Add Click here to add CPR information

6. Once you have updated your information and/or uploaded your documents, **you must click 'Submit' at the bottom of the page.**



Submit Withdraw

7. Once submitted your profile update is complete.

Important Notes:

- Use Google or Firefox internet browsers for optimal performance.
- If you encounter any issues with completing a profile update or are not sure how to proceed, please contact the CDHM office by email: cdhm@cdhm.info or by phone: 204-219-2678.