



How Do I Display/Edit Practice Information?

For Additional Questions and Answers, visit our [FAQ](#) section

Step 1: Select the Application

Click **Display/Edit Practice Information** on the left-hand side menu on the *MyPractice* Page.

Step 2: Select MIS/TIN Combination

On the *My Practice Info* screen, if you have more than one MIS/TIN combination, and/or more than one address, you will first be asked to indicate for which of these you wish to display/edit information.

Step 3: Select Type of Information

On the *My Practice Info* screen, click on the appropriate link according to what information you want to display or edit.

Step 4: Edit Information

To edit information, click on **Edit** and type information into the form that appears.

Click **Save** to submit the change.

- Information will be updated in Magellan systems within five (5) business days.
- You can sign up to receive Electronic Funds Transfers for your claims payments using the *Display/Edit Practice Information* form.
- Network resignations require that you submit a letter to Magellan; this cannot be completed online.
- Changes to your name or Taxpayer ID number require that you submit a W-9 form to Magellan. You can download this form from within the *Display/Edit Practice Information* screen. You must have Adobe Reader installed to view PDF forms. Click [here](#) to download Reader for free.