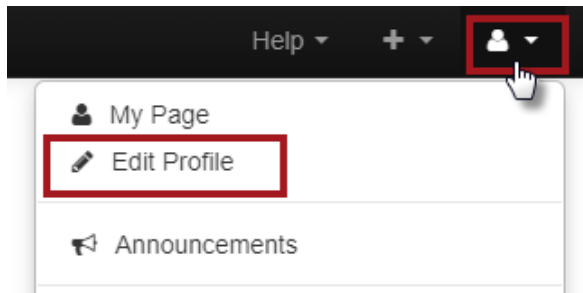


CREATING A USER NAME

There are instances a user may prefer to use a **User name** versus email address to log into MotionMD. Please follow the guide below for steps on how to create a **User name**:

Log into MotionMD as normal with standard log in. Once on the main dashboard, navigate to the user icon in the upper right-hand page > Select Edit Profile:



Once in the user profile, navigate to Log in Tab > Create new **User name** > Verify password and Save Changes

A screenshot of the MotionMD user profile settings page, specifically the 'Login Information' tab. The page has three tabs: 'General', 'Login' (active), and 'User Settings'. The 'Login Information' section contains an 'Email Address' field with 'testemail@hotmail.com'. Below it is a 'Username' field with '123test', which is highlighted with a red box. A note below the field states: 'Username must have minimum of 6 alphanumeric characters. No special characters(@!%^&) are allowed.' The 'Change Password' section has 'New Password' and 'Confirm Password' fields. Below these is a red box containing the instruction: 'Please type your existing password before clicking save to make changes to your login information:' followed by a password field with asterisks. At the bottom, there is a green 'Save Changes' button (highlighted with a red box and a mouse cursor) and a 'Cancel' button.

NOTE: Do not delete the user email address as it's needed for password resets and communications.