

## How to Make Changes to an Existing e-Reimbursement Profile for a Non-Employee

If an e-Reimbursement non-employee profile already exists but requires changes prior to further use (e.g. change of address, change to Accounting Defaults), follow the instructions below.

**Note:** To determine if a non-employee profile already exists, please see [How to Find an Employee or Non-Employee ID in e-Reimbursement](#).

1. Complete the [Request to Change an Existing e-Reimbursement Profile for a Non-Employee Form](#) and route it via e-mail to your Division Coordinator. ([Who is my Division Coordinator?](#)) Upon approval, the Division Coordinator will forward the change request to Accounting Services for processing.
2. Await an e-mailed response from Accounting Services. Requests are typically addressed within three business days.