

How to Change a Medical Director in the Merz Portal

1. Log in to the **Merz Portal** at portal.merzaesthetics.com
2. From the menu at the top, select **Account Hub** → **Location Management**.
3. Under **Shipping Information**, find the location you want to update. In the **Actions** column for that location, click the View License Holder(s) icon (circled below).

Shipping State	Shipping Zip Code	Actions
TX	75206	  

4. Click **New**, enter the new medical director's information, and then click **Request Changes**.
5. Delete the old medical director.