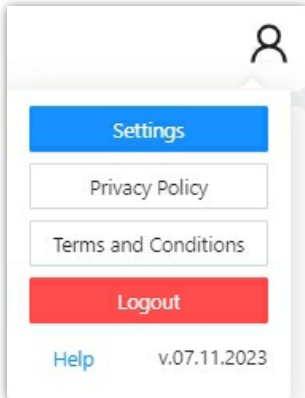


Settings Menu

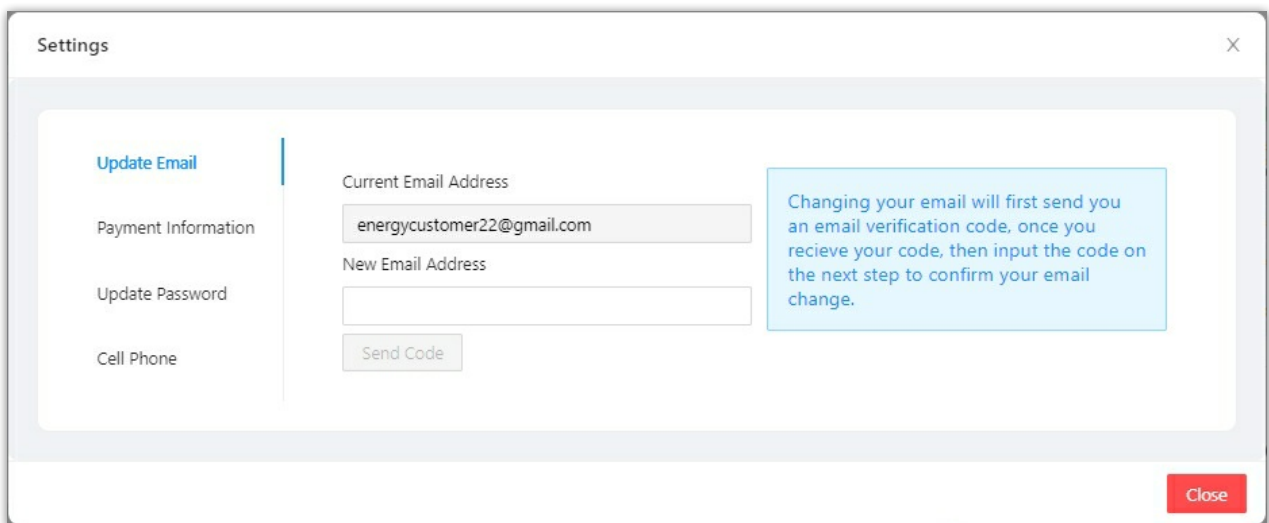
Last Modified on 03/05/2024 10:42 am CST

The *Settings* menu gives the ability to review or update contact information, passwords, and stored payment information.

Select the **User** icon in the upper right corner and select *Settings*.



To change your email address, enter the *New Email Address* and select **Send Code**. A verification code will be sent to the current email address. Input the code on the next step to confirm the email change and select **Update**. If not confirmed within the time frame the link will become invalid.



✔ Please check email for verification code

Settings X

Update Email

Payment Information

Update Password

Cell Phone

Current Email Address

New Email Address

Email Verification Code

Cancel
Update

Changing your email will first send you an email verification code, once you receive your code, then input the code on the next step to confirm your email change.

Close

✔ Email updated successfully. Redirecting to login page.

Optionally view stored *Payment Information*.

Note: Credit Card payment methods will not be editable, if there is an issue, the record will need to be deleted and re-added. ACH payment methods will have full edit ability.

Settings X

Update Email

Payment Information

Update Password

Cell Phone

Test ACH Payment	ACH - 1xxxx3123 - JOHN DOE - 1234 MAINT STREET	✎ 🗑️
Test CC MC Payment	Mastercard - 5xxxxxxxxxxxx1111 - JOHN DOE - 1234 MAINT STREET	🗑️
Test CC Visa Payment	Visa - 4xxxxxxxxxxxx1111 - JOHN DOE - 1234 MAINT STREET	🗑️

Close

The account password can be changed under *Update Password*. Enter the *Old Password*, *New Password*, and *Confirm Password* and select **Update**.

Note: Passwords must follow the criteria listed to the right of the fields.

Settings

Update Email

Payment Information

Update Password

Cell Phone

Old Password

.....

New Password

Confirm Password

Update

Your password must contain:

- At least 8 characters
- At least one number
- At least one uppercase letter
- At least one lowercase letter
- At least one special character

Close

Optionally update a *Cell Phone*.

Settings

Update Email

Payment Information

Update Password

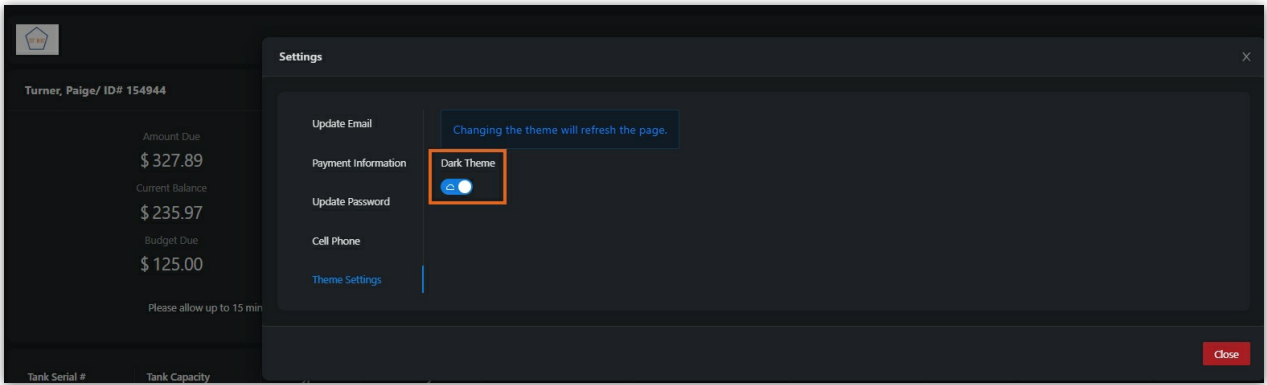
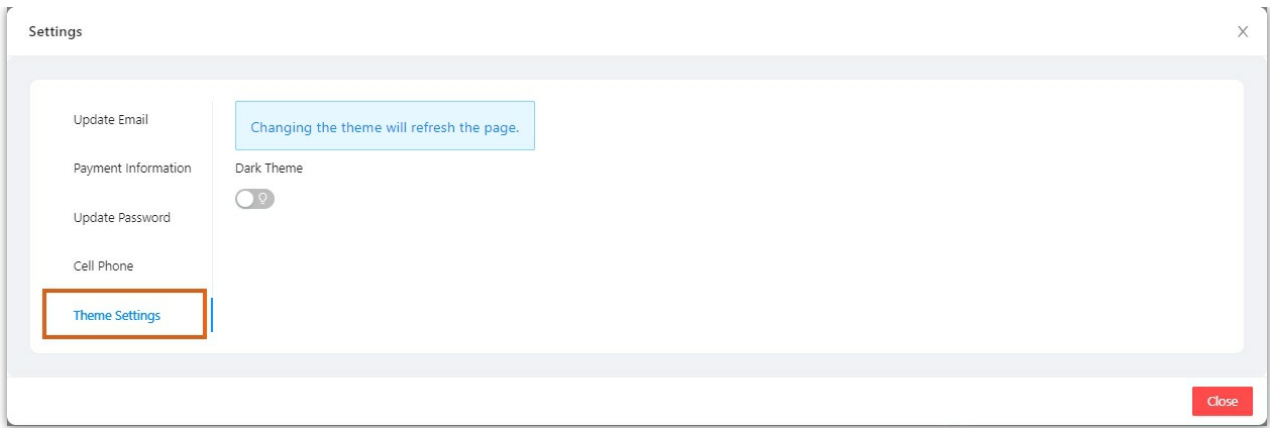
Cell Phone

Cell Phone

Update

Close

Optionally change the *Theme Setting* on or off of *Dark Theme*.



Select **Close** when finished.