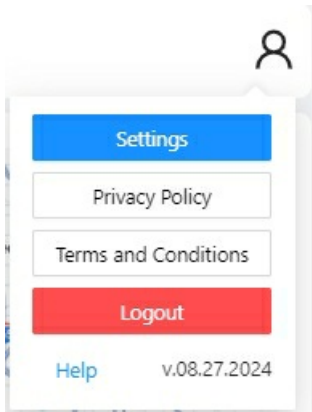


Settings Menu

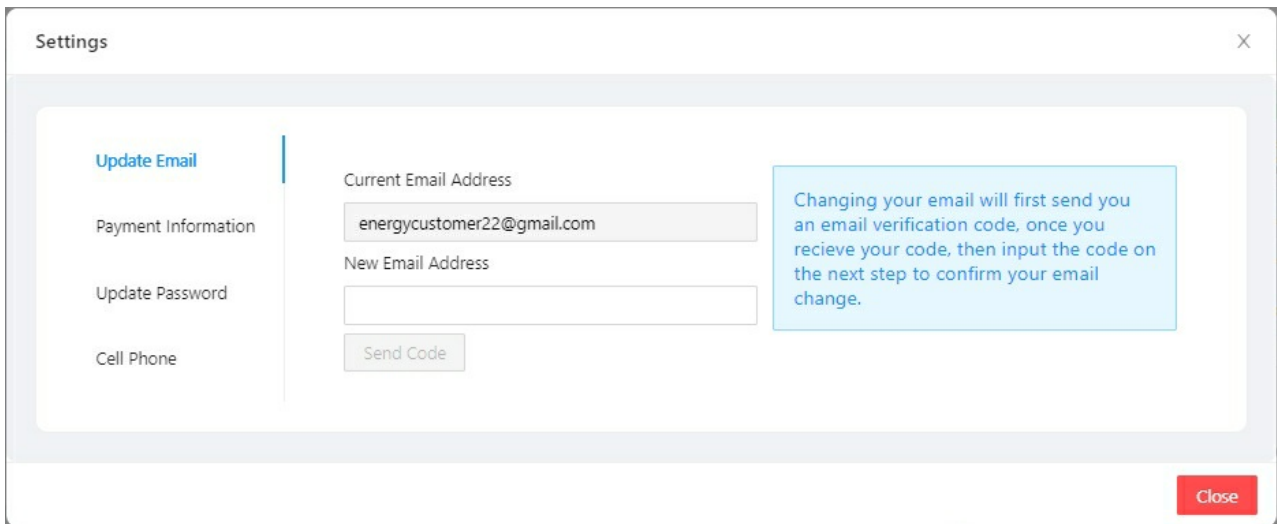
Last Modified on 10/14/2024 12:12 pm EDT

The Settings menu allows users 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 - 5xxxxxxxxxxx1111 - JOHN DOE - 1234 MAINT STREET

Test CC Visa Payment 🗑

Visa - 4xxxxxxxxxxx1111 - 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 X

Update Email

Payment Information

Update Password

Cell Phone

Old Password

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

New Password

Confirm Password

Update

Close

Optionally update a *Cell Phone*.

Settings X

Update Email

Payment Information

Update Password

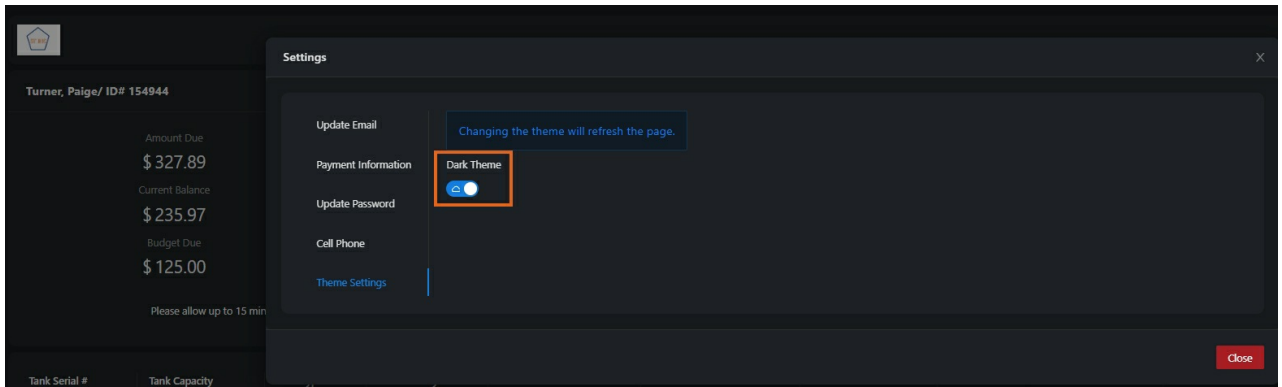
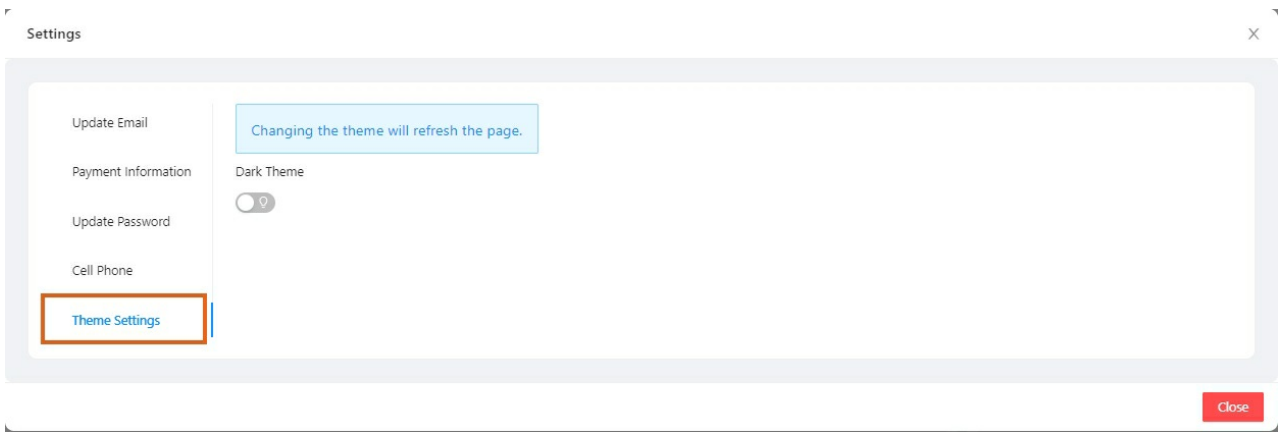
Cell Phone

Cell Phone

Update

Close

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



Select **Close** when finished.