

ACCESSING SETTINGS

- 1) Click on your name at the top right and select Settings from the dropdown.



- 2) **OR** click on the More widget

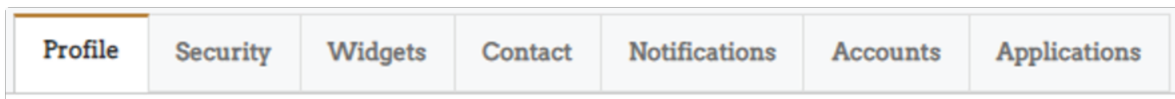


and select Widget Options



CHECK/EDIT CONTACT INFORMATION

You'll see a list of tabs within Settings:



- 1) Select the Contact Tab.
- 2) Make sure your email is correct.



- 3) If you only have one email, this will be your preferred contact for email. You are able to add multiple email addresses, but you will need to specify which one is your preferred option.
- 4) Select the edit button (pencil) on the right hand side.
- 5) Enter your email and check the box to set this email as your preferred contact.

Nickname

Email Address

Confirm Email Address

Set As Preferred Contact Email



6) Select "Save Changes".

7) Next, make sure the MOBILE field is correct or add a number for MOBILE.

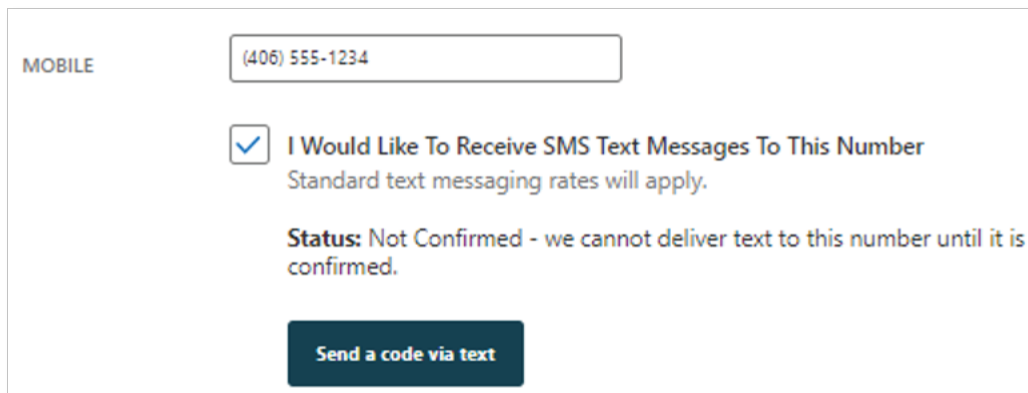
8) If the number needs to be updated, select the Edit (pencil) button on the right hand side.



A horizontal input field labeled "MOBILE" containing the text "(406) 555-1234". To the right of the field is a small circular icon with a pencil, indicating an edit function.

9) If you need to correct this number, a code will be sent to your email for confirmation.

10) Check the first box in order to receive SMS text messages to that number.

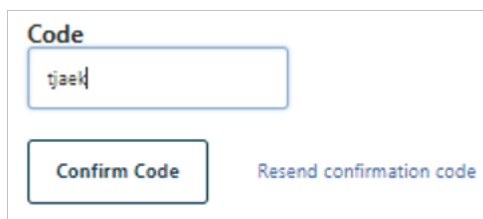


A form for confirming a mobile number. It includes a "MOBILE" label, a text input field with "(406) 555-1234", a checked checkbox with the text "I Would Like To Receive SMS Text Messages To This Number" and a sub-note "Standard text messaging rates will apply.", a status message "Status: Not Confirmed - we cannot deliver text to this number until it is confirmed.", and a dark blue button labeled "Send a code via text".

11) Click Send a code via text.

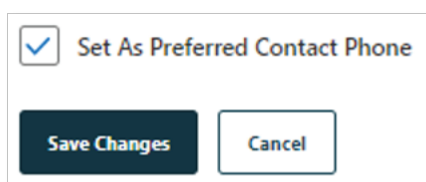
12) You will receive a text either from 710-01 or 676-69.

13) Enter the code into the field and click Confirm Code.



A form for entering a confirmation code. It features a label "Code", a text input field containing "tjaek", a "Confirm Code" button, and a link "Resend confirmation code".

4) Check the second box to set this number as your preferred contact if you want to receive these passcodes to your phone.



A form with a checked checkbox and the text "Set As Preferred Contact Phone". Below the checkbox are two buttons: "Save Changes" and "Cancel".

