

Managing Your Account

IMPORTANT: this describes how to work with **your own** account information. If you want to update any of the below information for **someone whose account you manage** first **access their account**.

This area of the system is accessed by clicking on your **name/initials** in the top upper right of your screen or from the MyAccount icon on your dashboard.

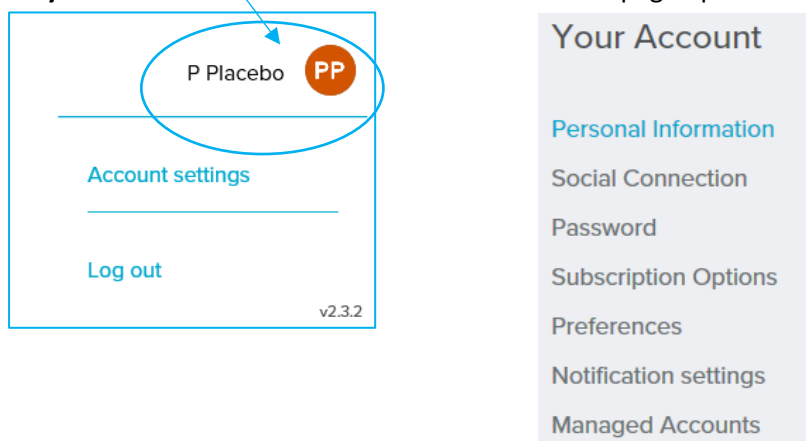


My Account

From Here you can

- Update your personal information including registration details,
- Set up connections to Twitter and a Google account
- Change your password
- Manage your subscription Options
- Set your preferences for time format, imperial/metric measures, auto time out
- Manage preferences for receipt of notifications and reminders
- Set up a managed account for another user and access their account
- Log Out.

Click on your **name/initials** in the top right of any section of the system and then select **Account Settings**. or click the **"My account icon"** on the dashboard. The default page opens at **Personal Information**.



Personal Information

If you want to do any of the following for a **Managed User: Access their account** first and then **their** account page.

1. Add/edit information about your account information
2. Upload a **photograph** to represent you. This image will be displayed, along with your name on every page. Users you are sharing with will also see this photo associated with your name when they are looking at your information.

Request someone else takes over Management of your account

You can invite someone you are already sharing your information with, to take over management of your account. Select the person from the drop down list and click on request transfer.



Cancel your MyLiferaft account

This you will permanently delete your account and any information associated with it. An alternative is to stay as a free user so you can pick back up at any time.

Social Connection

The items available on this page may differ from the examples shown below.

You may choose to link your MyLiferaft account with one or more of the following: Facebook, Twitter or Google. Click on the relevant button and select the account you want to link with.

By linking to **Twitter** you can to share your journal entries with others via this media.

By linking to a **Google account** you can import contacts from your Google contacts (see Contacts). You will also be able to share any appointments you set up in the MyLiferaft calendar with your Google calendar and see your google calendar directly from within MyLiferaft (see Calendar).

Social media accounts



You are connected to Google as *clarekura@gmail.com*

Before making connections make sure you are connected to the Twitter/Google account you want to link to **OR** are logged out of all accounts so you have a choice of selecting the account you want to connect to.

Once connected the option to **disconnect** becomes available.

Passwords

Select this to change your password. Enter the new password and repeat it. You will get an email confirming you have changed your password. The link in the mail stays active for 2 hours. Next time you log in, you should enter your new password.

Subscriptions Options

From here you can choose to:

- Pay/stop paying for your own account
- Pay/stop paying for someone whose account you manage
- Pay/stop paying for someone who shares their information with you
- Amend your payment details
- Apply promotional codes

Preferences

The changes you make on this page are used throughout the system. Are you a metric person? Do you prefer am/pm to the 24 hour clock? Make your choices here then **save preferences**

Allowing MyLiferaft to email marketing material will enable you to receive updates directly related to MyLiferaft and new features as they are released. We do not sell on email addresses to other companies and we will not inundate you, all mails will come with the option to un-subscribe.

Preferences

Unit of measurement

Time displayed as

Allow Liferaft to send marketing material

Minutes to wait before automatically signing out (0 is never)

Notification Settings

Select if, when and to where you receive notifications and messages and also reminders for calendar entries.

Managed Accounts

Create new managed accounts and once set up this is where you come to **change the permissions** you give to the managed account holder.

See separate Getting Started Guide for Managed Accounts.