

Managing Your Account

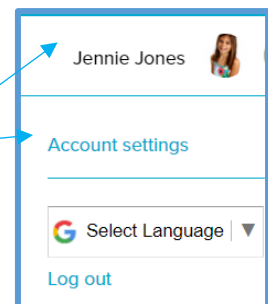
IMPORTANT: this describes how to work with **your own** account information. If you want to update any of the below information for **someone whose account you manage** first **access their account and their account area**.

From Here you can

- Update your personal registration details,
- Set up connections to other Linked Services e.g. Twitter. The list will increase.
- Manage your Account: Changing your password, transferring management, cancellation
- Manage your subscription: paying for yourself, or others
- Set your preferences: For time format, imperial/metric, auto time out, marketing preferences
- Manage notification preferences: when to receive notifications, messages and reminders
- Set up an account for another user: access their account and manage their permissions
- Log Out. (ONLY FROM THE DROP DOWN MENU FROM YOUR NAME/INITIALS)

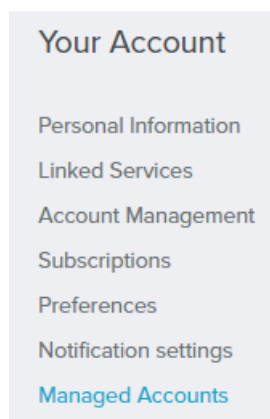


The account area is accessed by clicking on the Account icon on your dashboard, or by clicking on your **name/initials** in the top upper right of your screen and selecting Account Settings from the drop down.



Jennie's Account

This is the menu that is now available.



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.

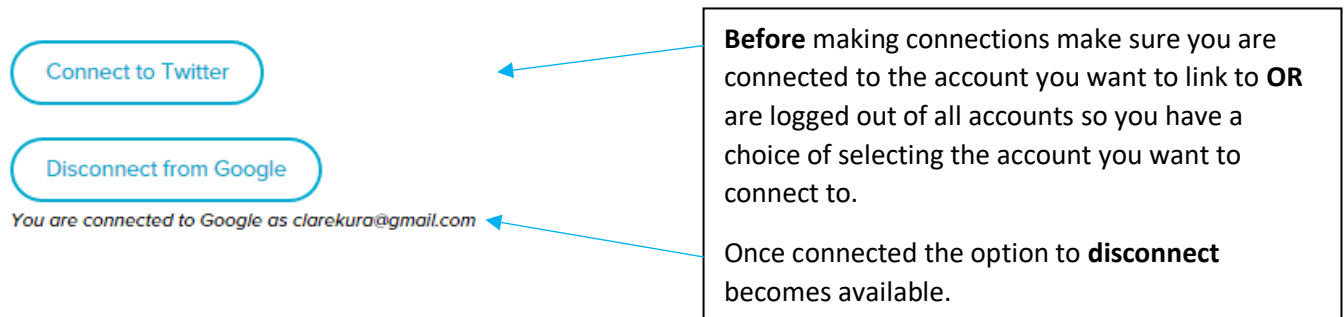
Linked Services

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

You may choose to link your MyLiferaft account with the listed services. 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.

Social media accounts



The screenshot shows two buttons: "Connect to Twitter" and "Disconnect from Google". Below the buttons, it says "You are connected to Google as clarekura@gmail.com". A text box on the right contains instructions: "Before making connections make sure you are connected to the 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." Blue arrows point from the text box to the "Connect to Twitter" and "Disconnect from Google" buttons.

Account Management

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.

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.

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**

Select what you are happy to receive from MyLiferaft, the monthly newsletter and/or occasional relevant marketing material. 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.

Notification Settings

Select if, when and to which email address you want to receive notifications and messages and also reminders for calendar entries.

Managed Accounts

New managed accounts can be set up from here, 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.