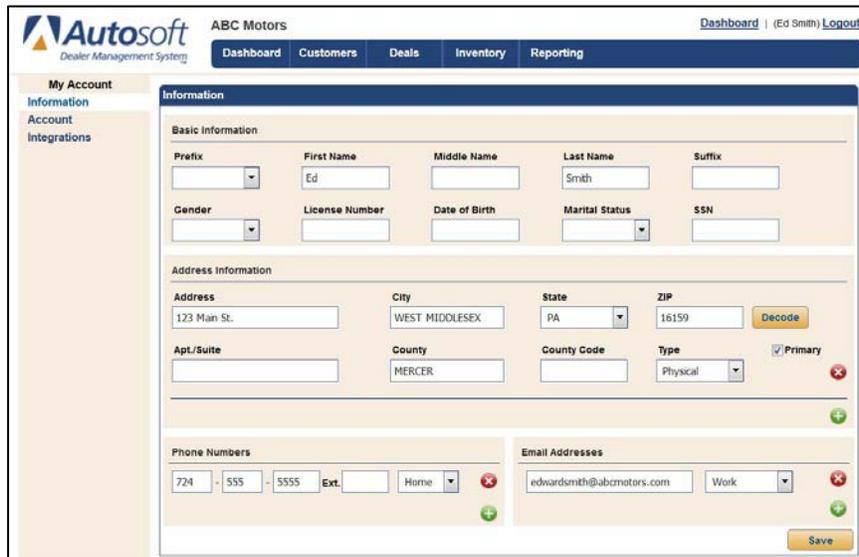# Appendix A My Account

The **My Account** section allows users to manage their personal information. Users can edit the address, phone numbers, and e-mail address in their employee record. This ensures the information is current. In addition, this section allows users to manage passwords and user-specific log in information for integrations.

Accessing My Account

1. Click the **My Account** link at the top of the screen.

2. The My Account section displays.

3. The section contains three pages.

- **Information:** Use this page to manage your personal information.

- **Account:** Use this page to manage your password.

- **Integrations:** Use this page to view your integration sign-on information.

Managing Information

Use the Information page to review and edit your personal information. This page displays information added to your employee record in the setup. Changes you make here are saved to that record and vice versa. You should review your information regularly and make the necessary edits to ensure your information is current.

1. By default, the Information page displays when you access **My Account**.

2. Under **Basic Information**, verify your information. Only the **First Name** and **Last Name** fields are required.

3. The **Address Information** section displays the addresses on file for you. Click the green **+** button to add an address. Type the address, and use the **Type** drop-down menu to select the address type. Each employee can have two addresses listed: a physical address and a mailing address. Click the red **x** button next to an address to delete it.
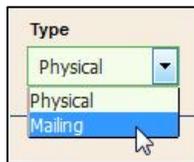
4. The **Phone Numbers** section contains the phone number/s on file for you. You can list up to three phone numbers: home, cell, and work. To add a phone number, click the green **+** button and enter the phone number. The **Type** defaults to Home. Select a different option from the drop-down menu as needed. To delete a phone number, click the red **x** button next to the phone number.
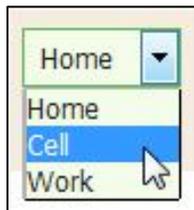
5. The **Email Addresses** section contains the email address/es on file for you. You can list two e-mail addresses: personal and work. To add an e-mail address, click the green **+** button and enter the address. The **Type** defaults to Personal. Select a different option as needed. Click the red **x** button next to an e-mail address to delete it.

6. Click **Save**. A green "Success" message verifies the information has been saved.

Managing Account Information

The Account page displays important information about your login information for FLEX DMS F&I. You will also use this screen to change your password when necessary.

    1. Click **Account** in the left navigation panel. The Account screen displays.

    2. The **Login Name** is the login that was created for you when the administrator created your account. You cannot edit this.

    3. The **Forgot Password Email** displays the e-mail address set to receive messages regarding resetting your password. You can edit this e-mail address as needed.

    4. The **Password Last Changed** displays the date and time when the password was last reset.

Changing Your Password

Your administrator sets the number of days (between 90 and 270) that passwords will remain active. The system will begin prompting you that you need to change your password five days before it expires. You can change your password from this screen. You do not have to wait until your password expires to do so. You can change it whenever you like.

    1. Click **Change Password**.

    2. The Password Reset screen opens.

3. Your current password auto-populates the **Old Password** field.

4. Type the new password in both the **New Password** and **Confirm New Password** fields. The password must meet the specific criteria listed on the screen.

5. Click **Save**.

6. The **Password Last Changed** information will reflect the current data and time.

Viewing Integration Information

The **Integration** page displays any integration-specific information that has been added to your account. The administrator must add this information in the integration setup. You cannot edit the information on this page. It is for informational purposes only.