

Change Profile Information

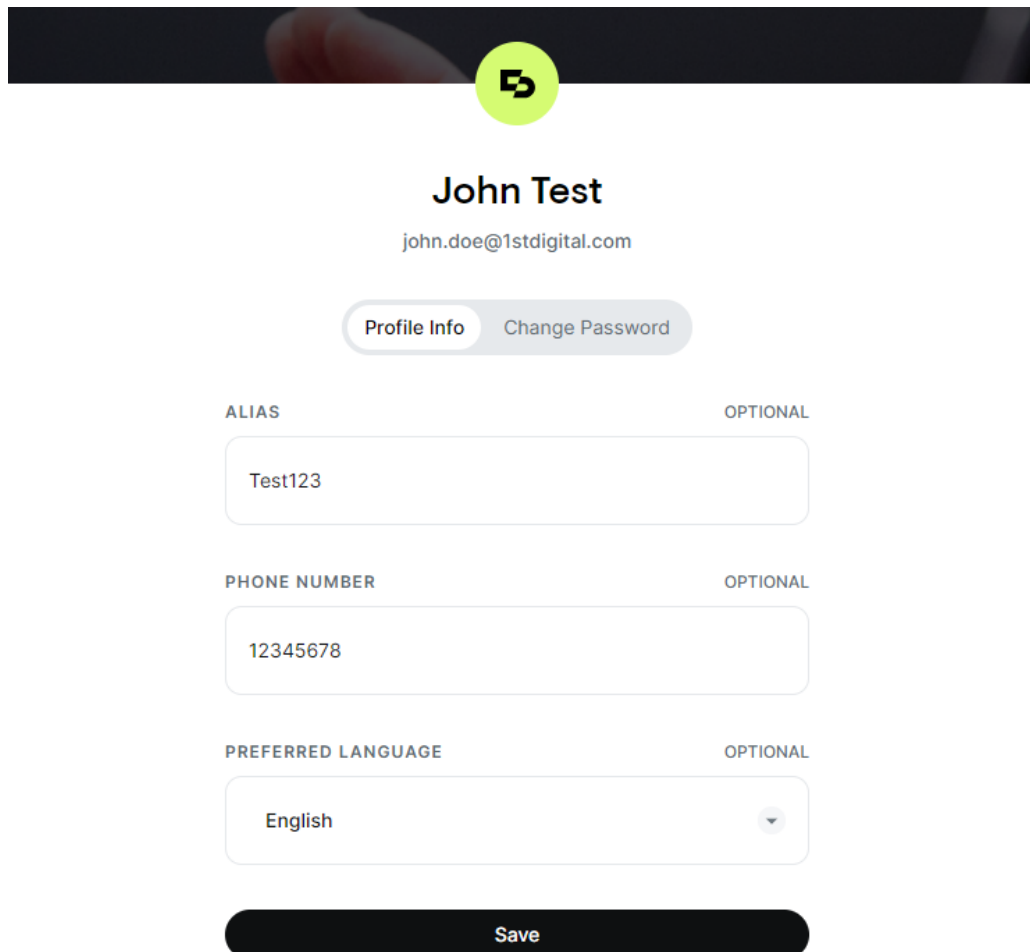
sara li - 2024-05-24 - [User Account Management](#)

You can update your profile information under "**My Profile**" at any time by following these steps:


1. Click on your name at the bottom of the left panel, then select "**Profile.**"



2. In "**Profile Info,**" you can edit your Alias, Phone Number, and Preferred Language.



The image shows a user profile card for "John Test". At the top is a dark banner with a yellow circular profile picture containing the First Digital logo. Below the banner, the name "John Test" is displayed in a large, bold font, followed by the email address "john.doe@1stdigital.com" in a smaller font. There are two tabs: "Profile Info" (which is active and highlighted) and "Change Password". Below the tabs are three form fields, each with a label on the left and "OPTIONAL" on the right. The first field is for "ALIAS" with the value "Test123". The second field is for "PHONE NUMBER" with the value "12345678". The third field is for "PREFERRED LANGUAGE" with a dropdown menu showing "English". At the bottom of the form is a large black button with the text "Save" in white.



John Test
john.doe@1stdigital.com

Profile Info Change Password

ALIAS OPTIONAL

Test123

PHONE NUMBER OPTIONAL

12345678

PREFERRED LANGUAGE OPTIONAL

English

Save

3. Click "**Save**" to confirm your changes.



John Test

john.doe@1stdigital.com

Profile Info

Change Password

ALIAS

OPTIONAL

Test123

PHONE NUMBER

OPTIONAL

12345678

PREFERRED LANGUAGE

OPTIONAL

English



Save

Note

For changes to other information, such as your registered address or email address, please contact our Client Services Team at cs@1stdigital.com.