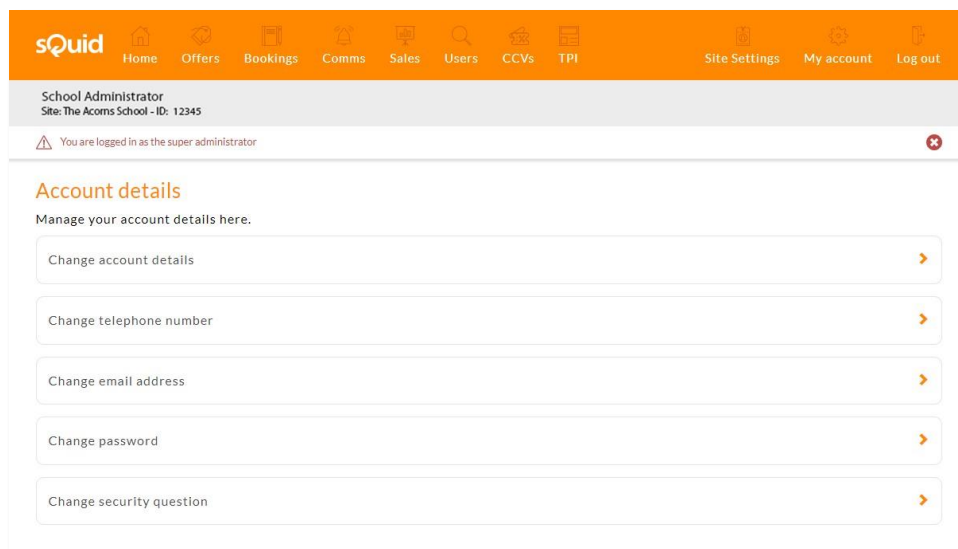
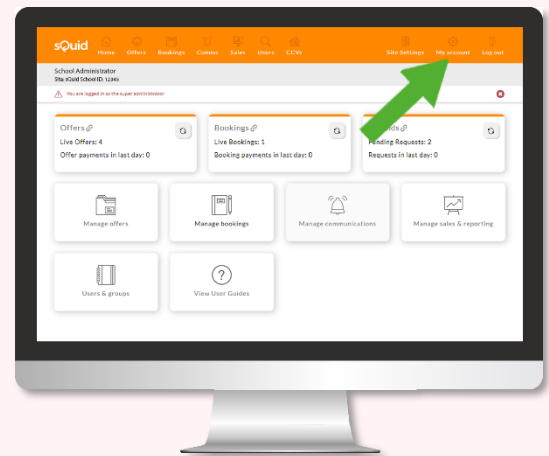


Account Management

sQuid Trips & Offers User Guide

Home page: MAIN MENU BAR

Select **My Account** from the main menu bar to manage your account details. You can change your account settings for sQuid Trips & Offers here.



Click on **My account** in the **main menu bar** at the top of your home screen to **manage your account and security settings**.

Changing your account details

Please note that you must click the **orange Save button** at the end of each of these processes to implement your changes.

01 Change account details

- Click the arrow to open **Change account details**, and amend your **name and title**.

02 Change telephone number

- Click the arrow to open **Change telephone number** and amend your **day, evening or mobile phone numbers**.

Account details
Manage your account details here.

Change account details >

Change telephone number >

Change email address >

IMPORTANT:
If you change your email address, you will be logged out and we will send the confirmation to your new email address. Please follow the instructions in the email to log back into your sQuid account.

Please enter the following characters from your password:

4th 5th Last

sskittles@squidcard.com

New E-mail Address*

Confirm E-mail Address*

Save

Change password >

Change security question >

03 Change email address

- Click the arrow to open **Change email address**.
- You will need to **enter password details** to change your email address.
- If you change your email address, you will be **logged out** of your account, and a **confirmation email** sent to your **new address**.
- You will need to follow the **instructions** in the email to **log back into your account**.

04 Change password

- Click the arrow to open **Change password**.
- You will need to **enter current password details** to enter your **new one**.
- If you change your password, you will be **logged out** of your account, and a **confirmation email** sent to your registered email address. You will need your **new password to log back in** to your account.

05 Change security question

- Click the arrow to open **Change security question**.
- You will need to **enter password details** to change your security question..
- You will then be able to **select a new question** from the drop-down menu, and **enter the answer** beneath.