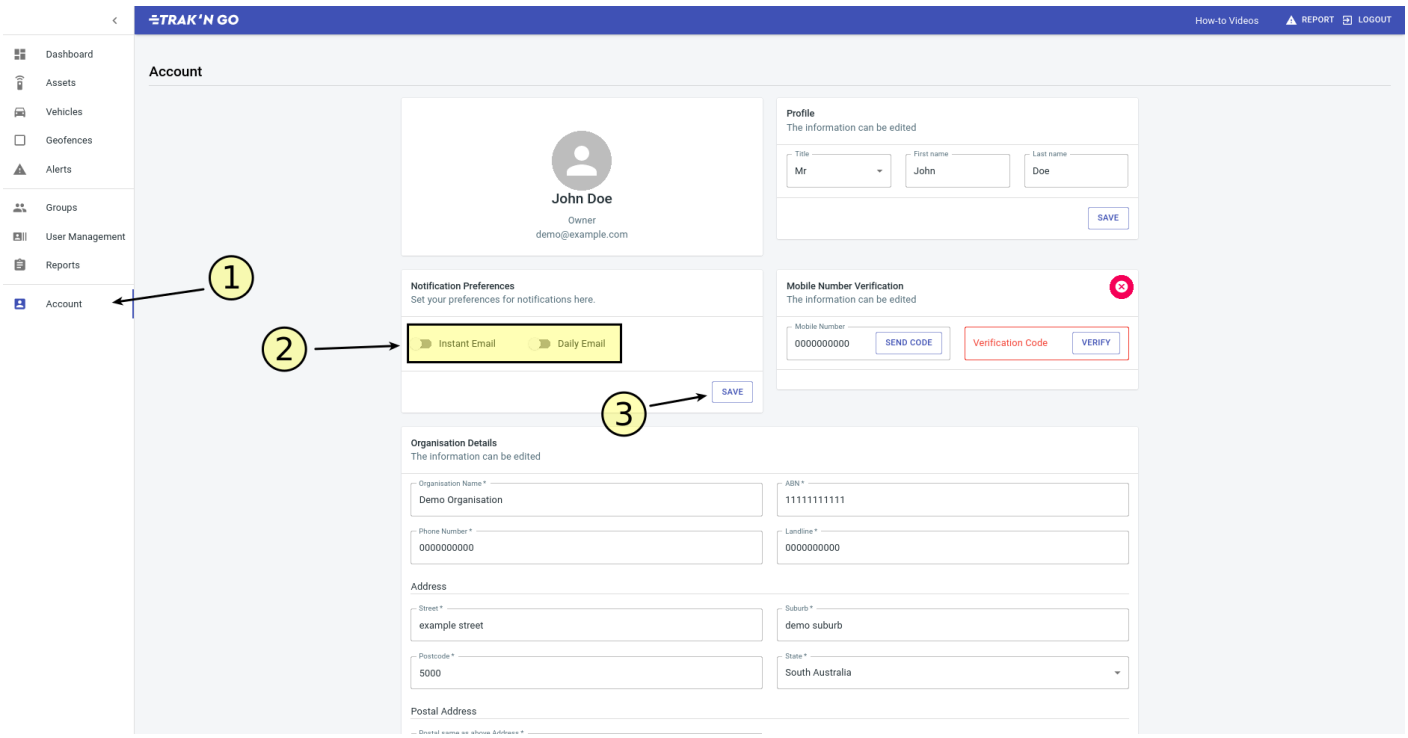
Account

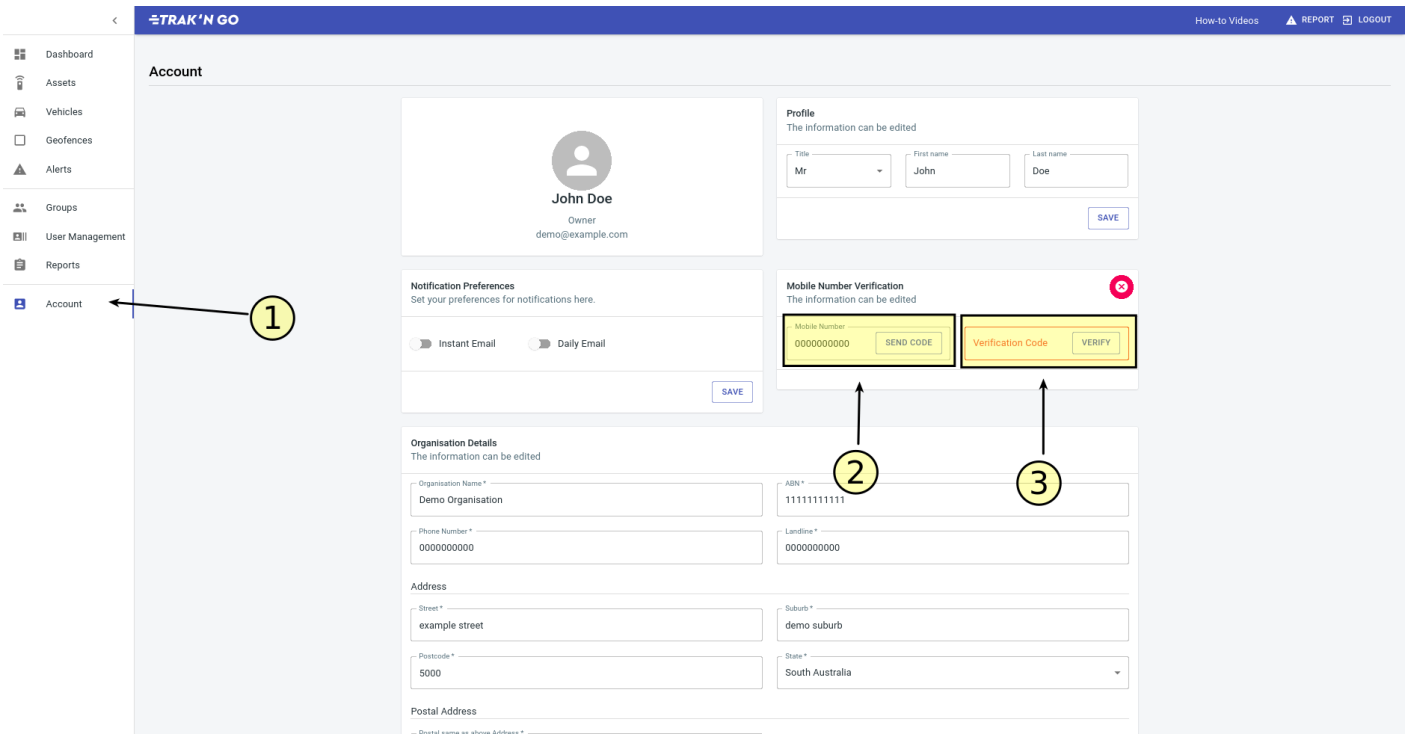
- How to set your notification preferences?
- How to verify your mobile number?
- How to change company details including address and postal address?

How to set your notification preferences?



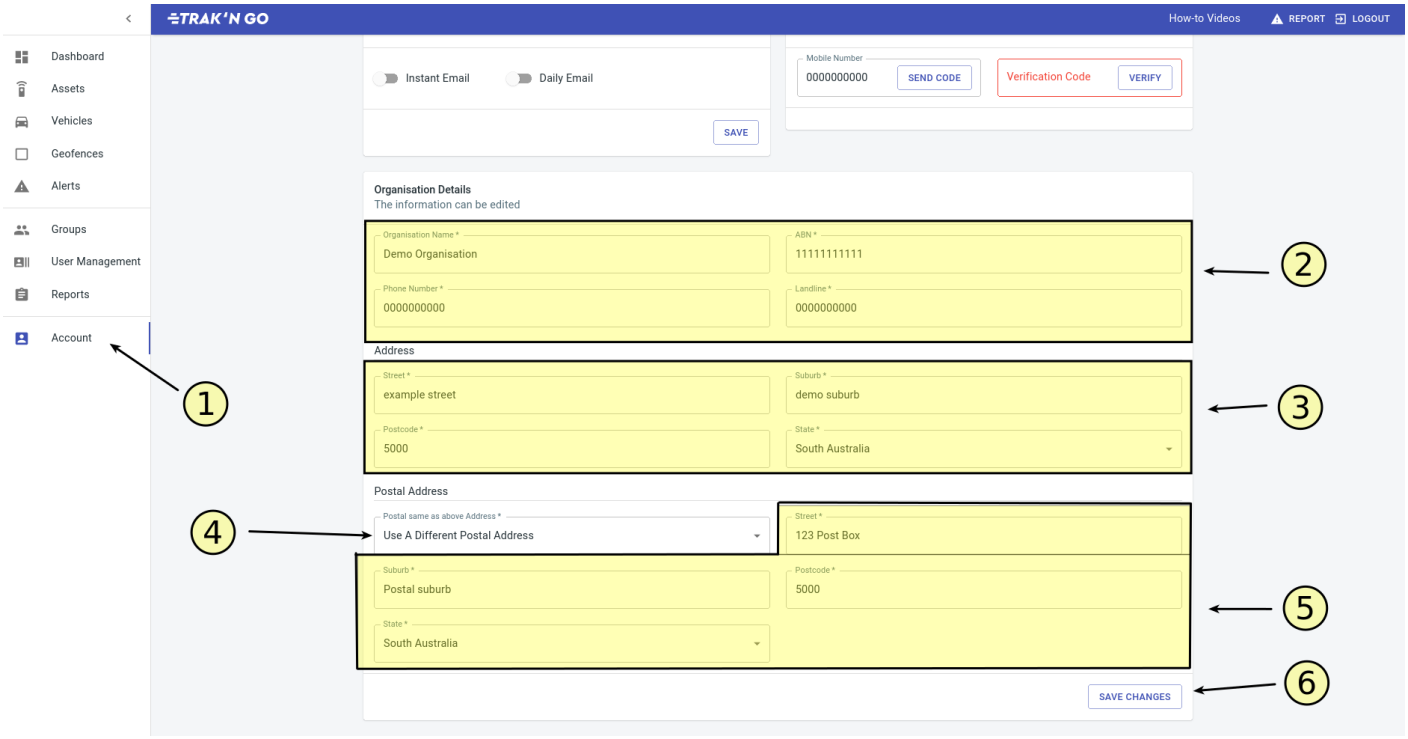
1. Make sure you are on the Account Page.
2. Configure the settings using the toggles.
3. Click SAVE to save the changes.

How to verify your mobile number?



1. Make sure you are on the Account page.
2. Enter your phone number and click SEND CODE. This will send you a verification code via sms.
3. Enter the verification code and then click VERIFY to finish the process.

How to change company details including address and postal address?



1. Make sure you are on the Account page.
2. Here you can make changes to the company details.
3. Here you can make changes to the address.
4. Use the drop down to select whether your postal address is the same as the address above.
5. Here you can make changes to the postal address.
   NOTE - This is only visible if you select 'Use A different Postal Address' in previous step.
6. Click SAVE CHANGES to make the changes.