# User Manual for Example Software

# Contents

# Account Settings

This user manual covers the account settings on an account for Example Software.

For the profile information on an account, click on the 'Profile Information' below to see more.

## Settings

This manual has different sections on that covers different topics under the 'account settings'.

## Username

### Forgot Username

This section explains what to do when you forget your username

Follow these steps on what to do when you forget your username.

1. On the login screen, click on 'forgot username'
2. After clicking on 'forgot username', check the email associated with the account.
3. After receiving the email, click on the long generated URL link provided in the email.
4. After click on the link, it will open up a new webpage, with a textbox to type in a new username.
5. After creating the username, click on 'save'

### How to change your username

This section explains how to change the username on the account

Follow the steps to change the username on the account.

1. To change the username on the account, after logging, click on 'profile & settings'
2. After clicking on 'profile & settings' click on 'settings'
3. Click on 'account information'
4. On the username textbox, erase the current username and type in the new username
5. After typing in the new username, click on 'save changes'

## Password

### Forgot Password

This sections explains what to do when you forget your password.

Follow these instructions on what to do when you forget you password.

1. Click on 'forgot password'.
2. After click on 'forgot password', check the email address associated with the account.
3. After receiving the email, click on the long generated URL link.
4. After clicking on the link, a new webpage will appear.
5. On the new webpage, there will be textbox that asks to create a new password, fill out the textbox with the new password.
6. After typing in the new password, click on 'save changes'.

### How to change your password

This sections explains how to change the password on an account.

Follow these instructions on changing the password.

1. To change the username on the account, after logging, click on 'profile & settings'.
2. After clicking on 'profile & settings' click on 'settings'.
3. Click on 'account information'.
4. On the password textbox, erase the current password and type in the new password.
5. After typing in the new password, click on 'save changes'.

## Email

### How to change your email address on the account

This sections explains how to change the email address on an account.

Follow these instructions to change the email on an account.

1. To change the username on the account, after logging, click on 'profile & settings'.
2. After clicking on 'profile & settings' click on 'settings'.
3. Click on 'account information'.
4. On the email textbox, erase the current email and type in the new email.
5. After typing in the new email, click on 'save changes'.

## Billing

### How to add a credit card to your account

This sections explains how to add a new credit card.

Follow the stpes to add a new credit card.

1. To add a credit card on the account, after logging, click on 'profile & settings'.
2. After clicking on 'profile & settings' click on 'settings'.
3. Click on 'billing'.
4. On the billing page, click on 'add a card'.
5. Fill out all the necessary credit card information.
6. After typing in everything, click on 'save changes'.

### How to update the credit card on your account

This sections explains how to update a credit card on an account.

Follow the steps below to update a credit card on the account.

1. To update a credit card on the account, after logging, click on 'profile & settings'.
2. After clicking on 'profile & settings' click on 'settings'.
3. Click on 'billing'.
4. On the billing page, locate the credit card that needs to be updated, click on 'edit'.
5. Fill out all the necessary credit card information.
6. After typing in everything, click on 'save changes'.

### How to remove a credit card on your account

This sections explains how to remove a credit card on the account.

Follow the steps to remove a credit card on the account.

1. To remove a credit card on the account, after logging, click on 'profile & settings'.
2. After clicking on 'profile & settings' click on 'settings'.
3. Click on 'billing'.
4. On the billing page, locate the card that needs to be removed.
5. On that card, click on 'remove card'.
6. A new window will appear after clicking on 'remove card' asking for confirmation, click on the 'confirm' button.

## Subscription

### How to change your subscription
This sections explains how to change a subscription on an account.

Follow these steps to change a subscription.

1. To change the subscription on the account, after logging in, click on 'profile & settings'.
2. After clicking on 'profile & settings' click on 'settings'.
3. Click on 'subscription'.
4. On the subscription page, click on subscription tier that wants to be switched over to.
5. Click on 'purchase'.
6. After clicking on 'purchase' a confirmation window will appear, click on 'confirm' to go through with the transacation and to change the subscription.

## Deactivate

### How to deactivate your account
This sections explains how deactivate an account.

Follow these steps to deactivate an account.

1. To decactivate the account, after logging in, click on 'profile & settings'.
2. After clicking on 'profile & settings' click on 'settings'.
3. Click on 'deactivate'.
4. Click on 'deactivate account'.
5. After clicking on 'deactivate account' a confirmation window will appear, click on 'confirm' to go through with the deactivation.

# Profile Information

This section covers how change the profile information on an account.

## Change Name on Profile

This section covers how to change an account's name.

Follow these instructions on how to change the full name on an account.

1. To change the full name on the account, click on 'profile' under 'profile & settings'
2. Click on 'profile information'
3. Click on 'full name', and change the name provided in the text box.

   **4.** Click on 'save changes'.

## Change Address on Profile

This sections covers how to change the address on an account

Follow these instructions on how change the address on an account

1. To change the address on the account, click on 'profile' under 'profile & settings'
2. Click on 'profile information'
3. Click on 'address', and change the address provided in the text box.
4. Click on 'save changes'.