## Change my name, email and password %

This article applies to:

Max Classic

## Change my name and email address

1. Select Edit My Profile from the header navigation bar.

		Q ▼ Find a contact	Ð
	HI, Michael!	_	
У	Edit My Profile		
	Manage Accounts		
	Log Out		•••
	Your Accounts		
	am820	age Stats	<i>2</i> D

2. Click Edit next to your email address.

Add/E	dit User Account	S
General	Preferences Notes User G	roups
Your Keap I	D	Other Info
		Phone 1
Michae	indrelunas	Thone T

- 3. Change your name and/or email address and click Save.
- 4. You will receive the following message:

<b>k</b> I	Account Ce	entral	
Yo	ur Accounts	Edit Your Profile	Security Settings
<ul> <li>✓</li> </ul>	Success Profile updat	ted successfully. The cl	nanges will take effect the next time you login.
Ed	it Your P	Profile	

Change my password

1. Select Edit My Profile from the header navigation bar.

		Q ▼ Find a contact	Ð
	HI, Michael!		
У	Edit My Profile		
	Manage Accounts		
	Log Out		
	Your Accounts		
	am820	age Stats	<i>C</i> 🗊

2. Select Edit next to your email address.

General	Preferences	Notes	User Groups	Signatures (legacy)	
Your Keap	D			Other Int	fo
			Edit	Phone 1	BUSINESS (i
Martin	Cash @kean.com		0		Manage Pho
Personal In	fo			Phone 2	BUSINESS (i
reisonarin				Phone 3	Business
Acc	ount Keap		<u>ا</u>		

3. Click Security Settings.

Account Co	entral	
Your Accounts	Edit Your Profile	Security Settings
		0
Edit Your P	Profile	
Edit the informatio	on you use to log in to	all of your Keap and Infusionsoft accounts.
User Acco	ount ID	

4. Enter and retype your new password followed by your current password and click Change password.

## Change Password if locked out of application

1. If you are locked out of your account goto signin.infusionsoft.com and click on the link Forgot your password? and follow the steps to reset your password.

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Email*			
Password*	t	$\odot$	
	in with Goog		
C	- With Coog		
Forget your p	assword?		