

Click your profile in the top right corner of the page to manage your *Account Settings*.

The screenshot shows the eSELF SERVE.COM dashboard. At the top, there is a navigation bar with links for Home, Pay, Info, Benefits, Docs, Training, Time Off, and Reviews. Below this is a 'Company Newsfeed' section with a table of posts. To the right, an 'Account Settings' modal is open, displaying the user's profile for Taylor Scott, Account Executive at Superior Systems (40081). The modal includes 'Edit Profile' and 'Logout' buttons. Below the newsfeed, there are 'To-Do' and 'Approved Time Off' sections.

UNREAD	DATE POSTED	DESCRIPTION	CATEGORY	POS
	10/30/2018	2019 Open Enrollment	Company News	Nadir
	01/10/2018	Please Review Company Guidelines	Document Review	Taylor

To-Do	Approved Time Off						
<ul style="list-style-type: none">The Open Enrollment Period has started and you are eligible for benefits. Please complete your open enrollment by end of day, Friday, November 30, 2018.New documents require your signature.New Performance Review requires comments.	<table border="1"><thead><tr><th>11/21/2018</th><th>11/22/2018</th><th>11/23/2018</th></tr></thead><tbody><tr><td>PTO (Hr) 4 hours</td><td>PTO (Hr) 8 hours</td><td>PTO (Hr) 8 hours</td></tr></tbody></table>	11/21/2018	11/22/2018	11/23/2018	PTO (Hr) 4 hours	PTO (Hr) 8 hours	PTO (Hr) 8 hours
11/21/2018	11/22/2018	11/23/2018					
PTO (Hr) 4 hours	PTO (Hr) 8 hours	PTO (Hr) 8 hours					

To log out of eSELF SERVE.COM, click the **Logout** button. Remembering to log out is important for security purposes, as it prevents unauthorized access to your account.

Choose **Edit Profile** to update your account settings.

The 'Edit Profile Information' form contains the following fields and options:

- User ID: tscott25
- New Password: (6 digits minimum)
- Confirm New Password: [Empty field]
- Automatically sign me out after: 60 minutes of inactivity
- Work E-mail: tscott@superiorsystems.com
- Personal E-mail: taylor_scott@email.com
- Mobile Phone: (318) 555-7126 (click here to change/verify)
- Receive E-mail Notifications
- Subscribe to Daily Digest
 - Send even if there are no alerts
- Save button

You can edit your *User ID*, change your password, add a personal email, and update your email preferences.