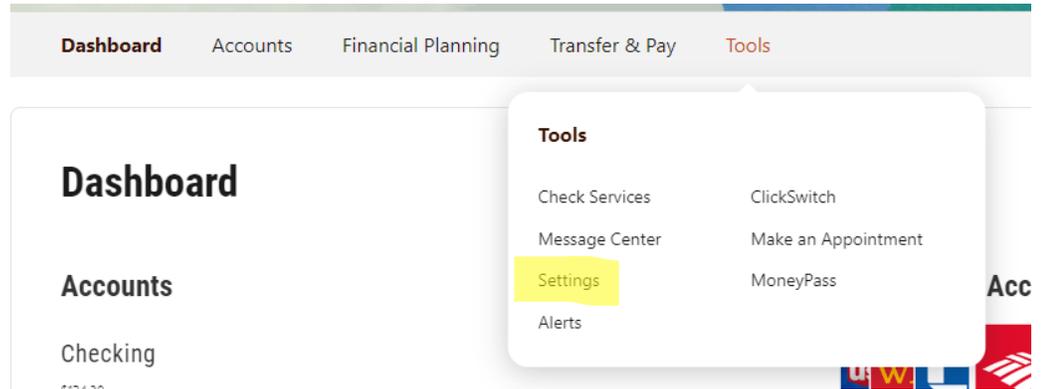
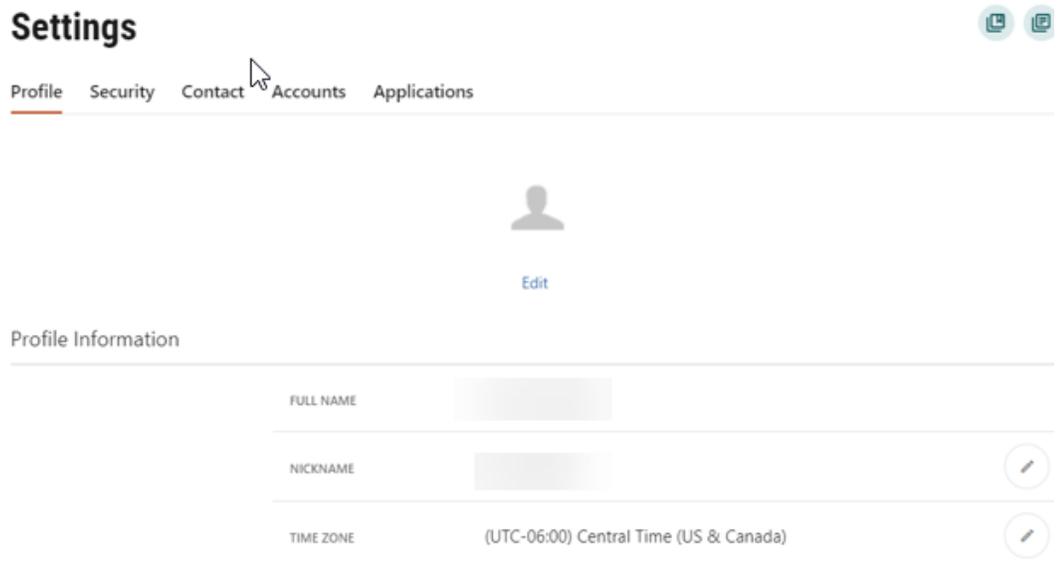


## ASCEND HOW TO: EDIT YOUR PROFILE

**Step One:** From the main dashboard, scroll to “Tools” and down to “Settings”.



**Step Two:** On the first tab Profile, you can change your picture, time zone, nickname and see show activity.



**Step Three:** The second tab is Security. Here you can change username, password and notifications. Click on the pencil icon next to what you want to change.

### Settings

Profile Security Contact Accounts Applications

---

#### Security Information

|          |  |  |
|----------|--|--|
| USERNAME | <input type="text"/>                       |  |
| PASSWORD | ***** (not displayed for security reasons) |  |

---

#### Two-Factor Authentication

Require Two-Factor Authentication For Each Login  OFF  ON

|                     |                                    |   |  |
|---------------------|------------------------------------|---|--|
| EMAIL CODE          | 2 email addresses on file          | <input checked="" type="checkbox"/> ENABLED |  |
| CODE VIA SMS        | 1 SMS-enabled phone number on file | <input checked="" type="checkbox"/> ENABLED |  |
| CODE VIA VOICE CALL | 3 phone numbers on file            | <input type="checkbox"/> DISABLED           |  |
| 2FA APP             | Authentication app not enabled     | <input type="checkbox"/> DISABLED           |  |

---

#### Remembered Devices

**Step Four:** Next tab is "Contact." Here you can change your address, phone number and email. Click on the pencil icon to change item. When you make a change, it will send a text or voice message with a code to enter to make the change.

### Settings

Profile Security **Contact** Accounts Applications

---

#### Addresses

|         |                      |  |
|---------|----------------------|--|
| MAILING | <input type="text"/> |  |
|---------|----------------------|--|

---

#### Phone Numbers

|        |                      |           |  |
|--------|----------------------|-----------|--|
| HOME   | <input type="text"/> | PREFERRED |  |
| WORK   | <input type="text"/> |           |  |
| MOBILE | <input type="text"/> |           |  |

---

#### Email Addresses

|                          |                      |           |  |
|--------------------------|----------------------|-----------|--|
| EMAIL                    | <input type="text"/> | PREFERRED |  |
| LYNNL1@HORI<br>CONBANK.C | <input type="text"/> |           |  |

[+ Add Email](#)

### Verification Needed



Please verify your identity before completing this action.

**Text** Email

The verification code will be sent to your phone via SMS.  
Standard messaging rates apply.

Cancel

Send Code