## **User Settings**

## **Manage Your User Settings**

You are able to manage certain user settings for your TreeFort account within the TreeFort portal. To manage your user settings, select your name in the top right corner of the TreeFort portal, and select Edit Profile, as shown below.

Files ID Verifications Secure Meetings	Report * Help Desk TreeFort Law 🜲 🌣 * 🛓 John *	
Files ID Verifications	Secure Meetings Report - Help Desk	TreeFort Law 🌲 🌣 👻 💄 John 👻
+ Create New File	Test File 9	Activ
earch Files	▲ Not Protected File No : 101-9 Created At : 2020-12-02 15:51:53	0 / 2 Verifie Logout

## You will be directed to your user settings page, shown below.

loba	Doe		idoa@test.com	
30111	000		Juoellivest.com	
hone 🕢	Timezone*		Jurisdiction*	
7805559090	America/Edmonton (-06:00)	× v	Law Society of Alberta	×

From this page, you will be able to change some of your user settings, including your phone number and email address associated to your TreeFort account. If there is any information that you cannot edit directly from this page, you will need to contact your TreeFort administrator. You can also change your password for your TreeFort account directly from this page by selecting the **Forgot Password** link and following the same process for Forgot Password outlined <u>here</u>.