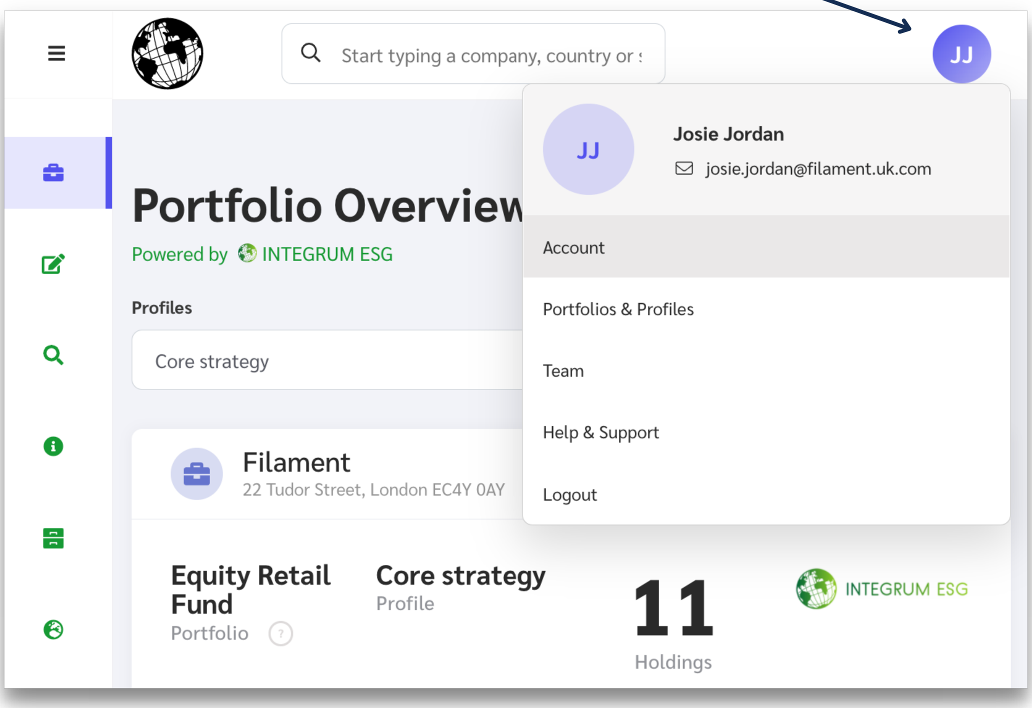
Managing the account

**please note, some features will only be available to designated Super Users, not Standard Users.*

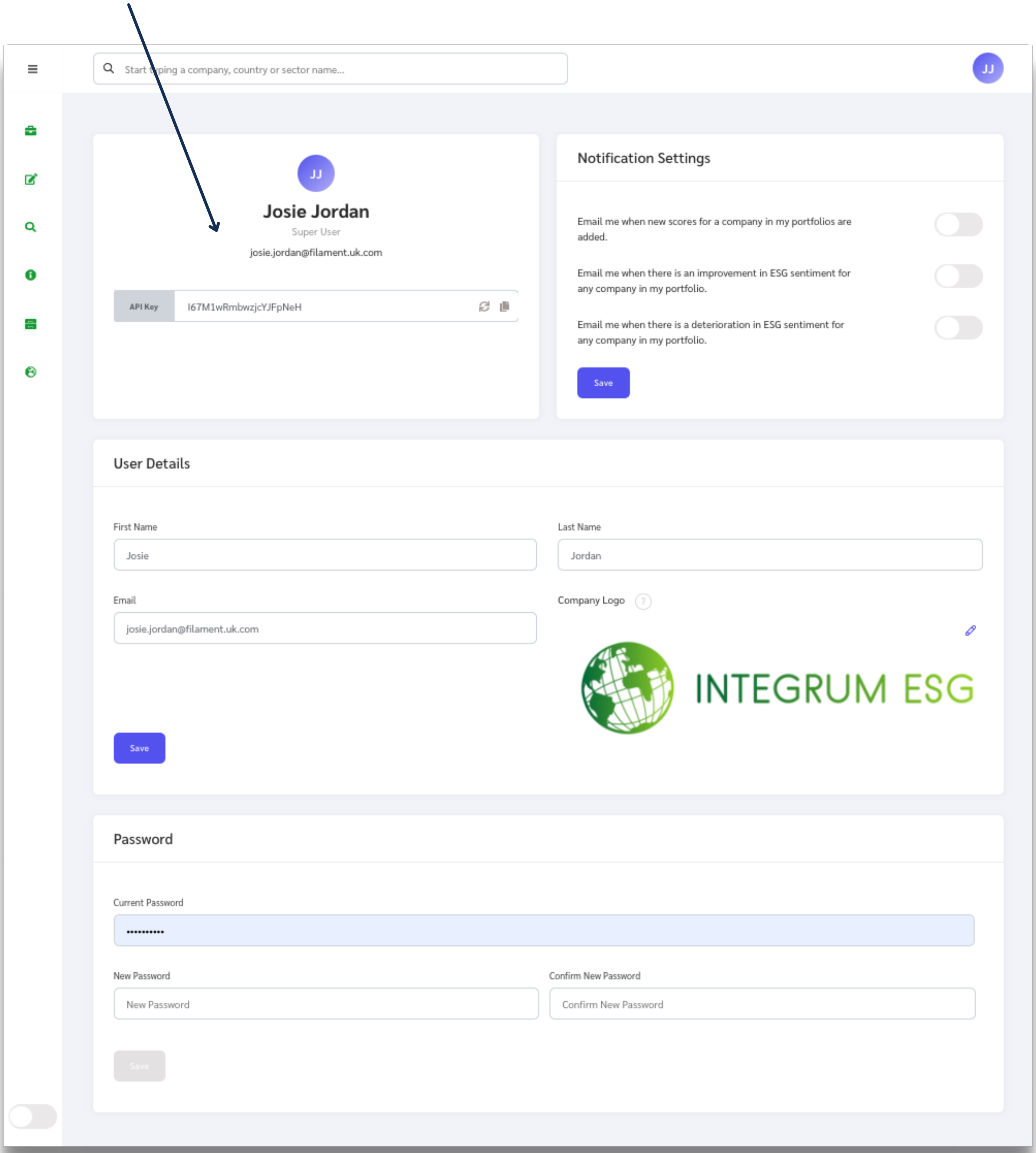
If you click on your initials in the top right corner, you will see a drop-down menu with different options.



By selecting **Account**, you'll be taken to the page where you can:

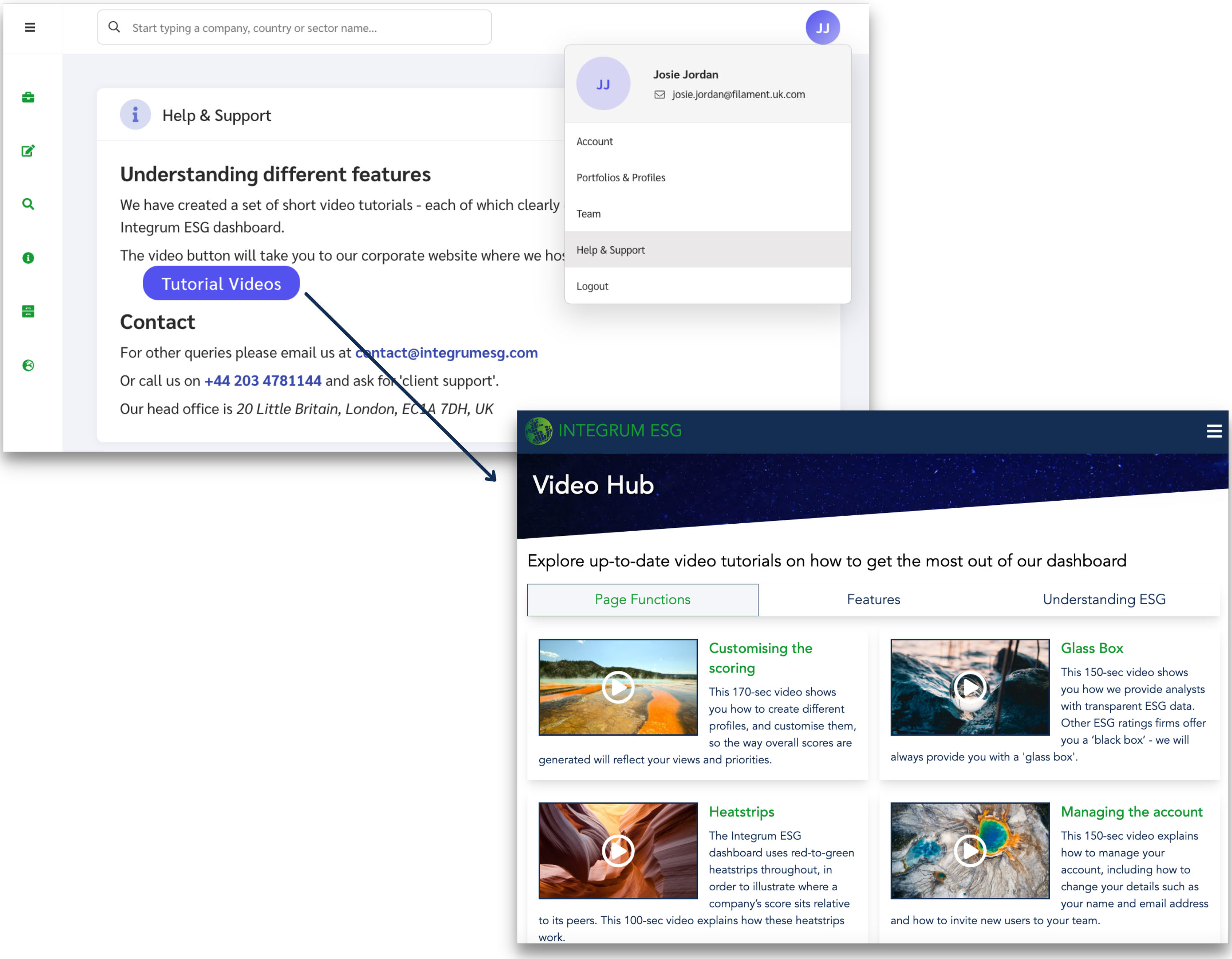
- choose what email notifications you'd like to be sent
- change your name
- change your email address
- upload your company logo (or choose to use ours)
- change your password (we recommend changing yours fairly regularly)
- generate an API key

On the top left is the function that will allow you to generate an API key – your Tech team will need this to automate the process of uploading updates to your portfolios. We’ve looked at uploading and customising portfolios in two of our other video tutorials – linked <u>here</u>.

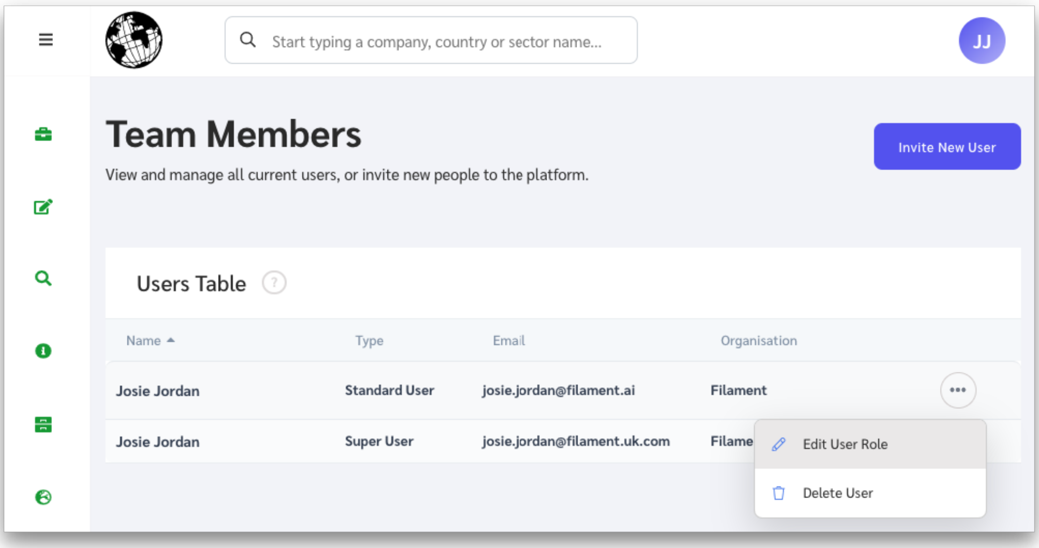


Don't forget to save any changes you make.

The **Help & Support** page is where we host tutorial videos and pdfs, linked here. Our contact details are also here if you need.

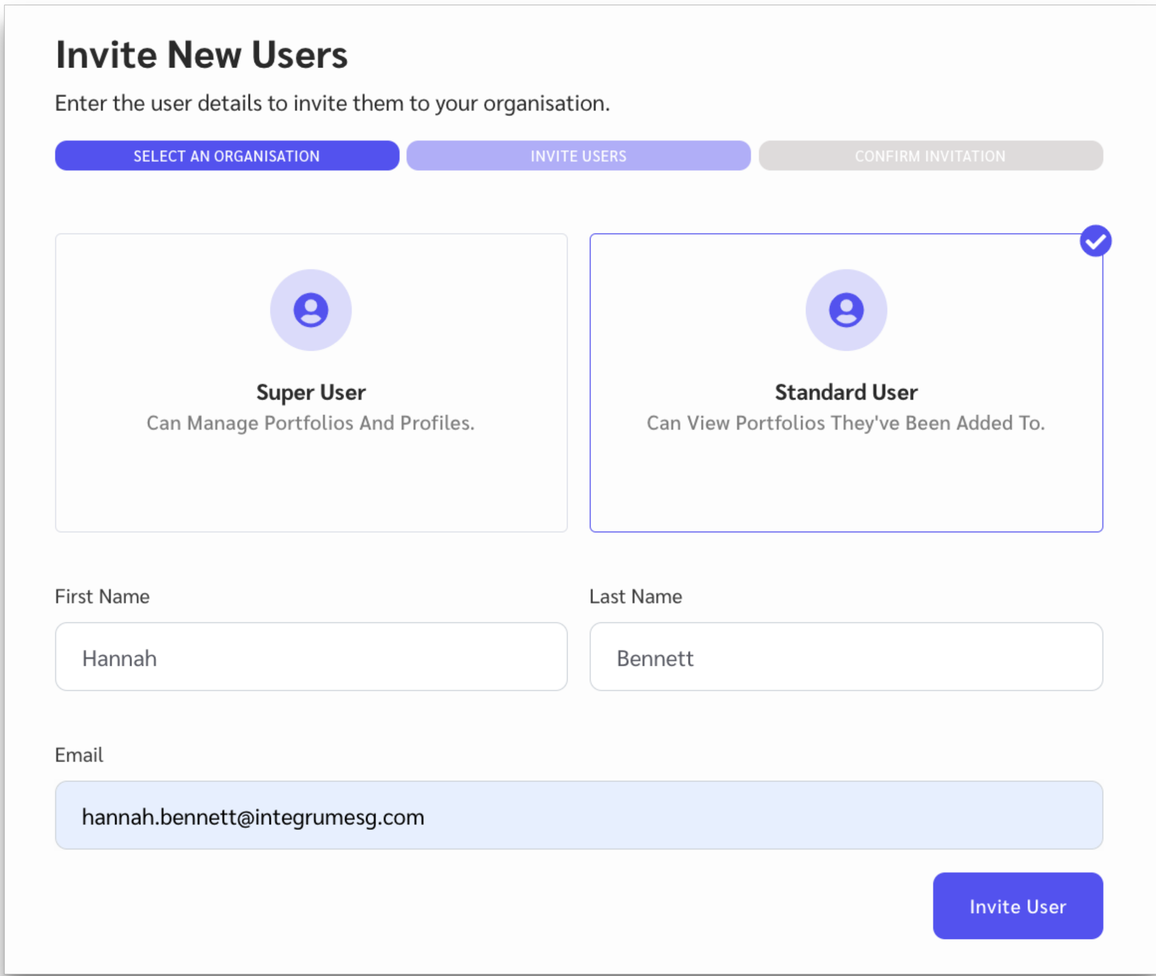


The **Team** page is where you can see the rest of your colleagues who are on the Integrum ESG platform.



Super Users can change other users from Standard to Super and delete Standard Users. (Note: a Super User must be downgraded to Standard before they can be deleted.)

A Super User can also invite other team members to join the platform. Click on 'Invite New User' then enter their name and email - the new user will get an email inviting them to the platform. They need to click the link, set up a profile with a password, and then they will enter the system.



Any questions, please just email contact@integrumesg.com