

## **GENESYS**

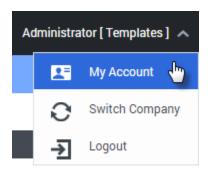
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# Genesys App Automation Platform Help

My Account

### My Account

You can update your account information by clicking on your login name in the top-right corner of the screen and selecting **My Account** in the pop-up menu.



### My Account Details

In the My Account Details tab, you can update the following:

- Email Address The email address you use to log in to GAAP.
- Name Your display name in GAAP.
- Password and Confirm Password Change your current password. Enter your new password and then re-enter it to confirm that you have typed it correctly. You can leave these fields blank if you do not want to change your password.

Click **Update** to save your changes.

#### My Company Details

In the My Company Details tab, you can update the following:

- **Company Name** The name of your company, which displays beside your username in the top-right corner of your screen.
- **Contact Email Address** The email address for the main contact person within your company. Genesys uses this information to contact your company should any issues arise.
- **Contact Phone Number** The phone number for the main contact person within your company. Genesys uses this information to contact your company should any issues arise.
- **Updated Company Logo** Upload a new logo image for your company. This logo displays beside your Company Name in the top-right corner of your screen.



Click **Update** to save your changes.