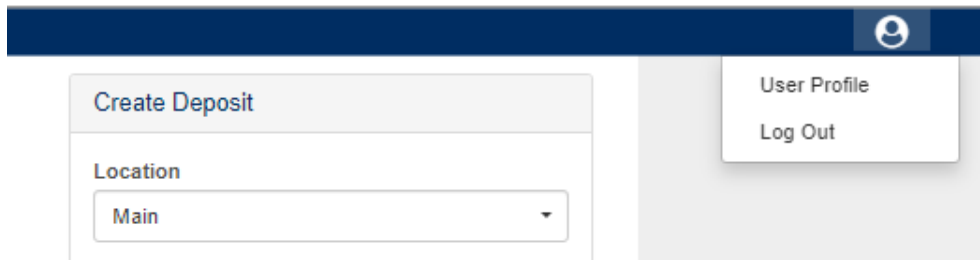# MANAGING USER PROFILE

1. To access your user profile, locate the icon shown below and select <u>User Profile</u>.

Full name: The field indicates full first and last name of the user.

Email: The field indicates the email address of the user.

> **Note:** This is the email address in which the email notifications will be sent to.

Time Zone: The time zone in which the user is located. This setting will affect how the time is displayed within the application.

Date Format: How the date will be displayed. The default setting for this is M/D/YYYY.

Time Format: How the time will be displayed. The default setting for this is h:mm:ss tt.

Scanner: This field dictates which scanner the user will be working with inside the application. Use the drop down arrow to select the correct scanner.

> **Note:** if you do not see the scanner that is needed in this drop down menu, please call BancFirst Client Services at 405-270-4785 for assistance.

Change Password: To change your password, use the dropdown arrow and enter the old password, new password, and confirm the new password. Click <u>Change Password</u> when this is complete.

Phone Number: The phone number associated to the profile and MFA (Multi Factor Authentication). To add and/or change a phone number, select the three dots and insert the phone number accordingly.

Locations: The location in which the transactions are being deposited.

Accounts: The accounts in which the transactions are being deposited into.

> **Note:** To edit the order in which the locations and the accounts display in the drop down menu when making a deposit, enter a 1 for the first account you want listed. Continue until all accounts have the desired numerical value. See below for example.

2. Once all the steps have been finalized, select <u>Save </u>in the bottom right hand side.