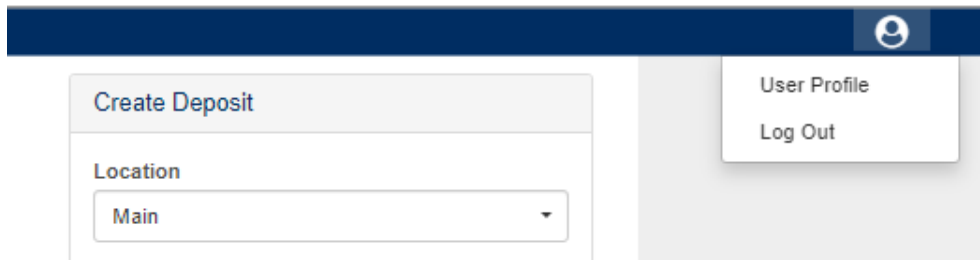


# MANAGING USER PROFILE

1. To access your user profile, locate the icon shown below and select [User Profile](#).



**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 [Change Password](#) when this is complete.

A screenshot of a user profile management form for a test user named 'TESTUSER'. The form contains several fields: 'Full Name' (FIS Instructional User), 'Email' (Stephanie.Casillas@fsglobal.com), 'Timezone' (Eastern Standard Time), 'Date Format' (M/D/YYYY), 'Time Format' (h:mm:ss tt), and 'Scanner' (Epson S1000). Below these fields is a 'Change Password' section with three input fields: 'Old Password', 'New Password', and 'Confirm Password'. A 'Change Password' button is located at the bottom right of the form.

**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.

Accounts	
Test Account	1
Savings x 2478	2
Lockbox Account	3
Risk Review	4 I

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