

Manage your account

Update your name, email, and photo, change your password, and sign out.

The **My Account** page in the [customer dashboard](#) holds your personal profile and sign-in. It also shows your organization, your company's Supreme Point account, and your **Account role**, such as **Owner** or **Administrator**. Changes here affect only your own account.

Open My Account

- 1 In the customer dashboard, click your name in the top-right corner.
- 2 Click **My Account**.

Update your profile

- 1 Under **Profile**, change your **Full name** or **Email**.
- 2 (Optional) Click **Change Photo** and choose a JPEG, PNG, or WebP image under 5MB.
- 3 Click **Save Changes** at the top of the page. The button appears once you change something.

You see **Profile updated successfully!** and your new details show in the dashboard.

Important: Your email is also your sign-in. After you change it, sign in with the new email.

Change your password

- 1 Under **Security**, click **Change Password**.
- 2 Enter your **Current password**.
- 3 Enter a **New password** with at least 8 characters, then enter it again in **Confirm new password**.
- 4 Click **Change Password**.

You see **Password changed successfully!** Use the new password the next time you sign in. To close the password fields without changing anything, click **Cancel**.

Sign out

- 1 Click your name in the top-right corner.
- 2 Click **Sign out**.

The sign-in page opens.

Troubleshooting

- **New passwords do not match:** the **New password** and **Confirm new password** fields are different. Enter the same password in both.
- **New password must be at least 8 characters:** choose a longer password.
- **Current password is incorrect:** check your current password and try again. If you've forgotten it, sign out and click **Forgot password?** on the sign-in page.
- **Please select a JPEG, PNG, or WebP image or Image must be less than 5MB:** choose a different photo.

See also

- Get started on the dashboard
- Add admins and team members
- Manage billing