

Profile

Profile is where you manage your account and keep your sign-in secure. The settings sit in two groups — **General** and **Security** — and each card shows a status, such as **UP TO DATE** or **RECOMMENDED**, so you can see what needs attention.

“ ? Screenshot: the Profile hub.

General

General Information

Keep your name and contact details current, so your team and LeaseOps can reach you.

1. Select **General Information**.
2. Edit your **First Name**, **Last Name**, **Email**, or **Cell Phone**.
3. Save your changes.

Profile Image

Add the photo shown across your account, so teammates recognise you.

1. Select **Profile Image**.
2. Add or replace your photo. Use a JPG or PNG file.

Before you add one, the card reads *"No photo yet."*

Security

Change Email

Change the address you use to sign in. LeaseOps confirms the change with you first, to keep your account safe.

1. Select **Change Email**.
2. Type your new address.
3. Open the confirmation email and follow the link to finish.

Once confirmed, your sign-in email shows a **VERIFIED** status.

Passkeys

A passkey lets you sign in without a password, using your device. It is the strongest way to protect your account, so we recommend it.

1. Select **Passkeys**.
2. Add a passkey, and follow your device's prompt.

The card shows how many passkeys you have. With none, it reads **RECOMMENDED**. With one or more, it reads **ACTIVE**.

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