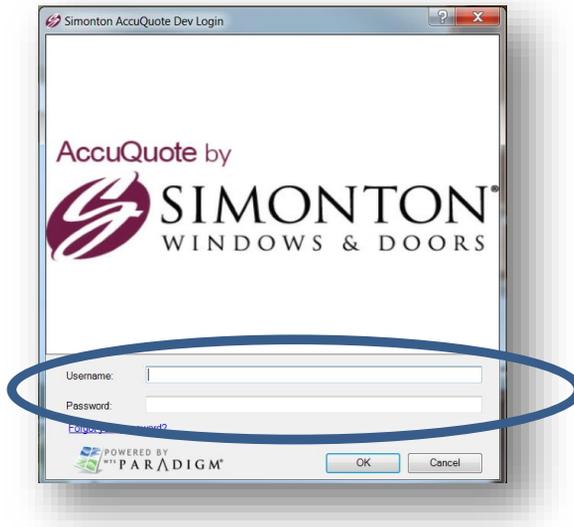


Title: Change Your Password & Add E-mail to your account



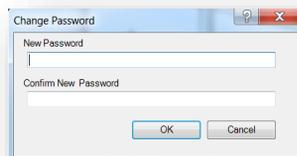
1st Point: Click on AccuQuote Icon

- Enter User Name
- Enter Password



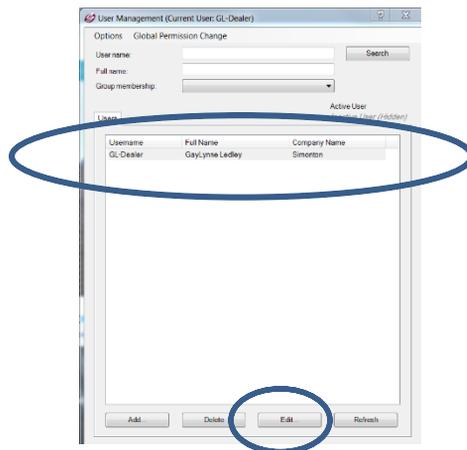
2nd Point: Change Password

- Go to “Tools”
- Select “Change Password”
- Confirm Password
- Click on “OK”

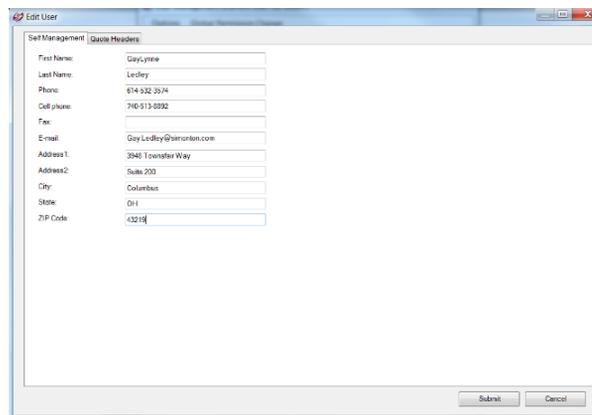


3rd Point: Add E-mail to your account

- Go to “Tools”
- Click on “User Management”
- Highlight your account
- Click on “Edit”



- Fill in as many details as possible
 - Phone Number
 - E-mail
 - Address
 - Etc.



The screenshot shows the 'Edit User' window with a form for editing user details. The fields are as follows:

First Name	Gaylyne
Last Name	Ledley
Phone	674-332-3574
Cell phone	760-513-0392
Fax	
E-mail	Gay.Ledley@simonton.com
Address1	3040 Townsend Way
Address2	Suite 200
City	Columbus
State	OH
ZIP Code	43218