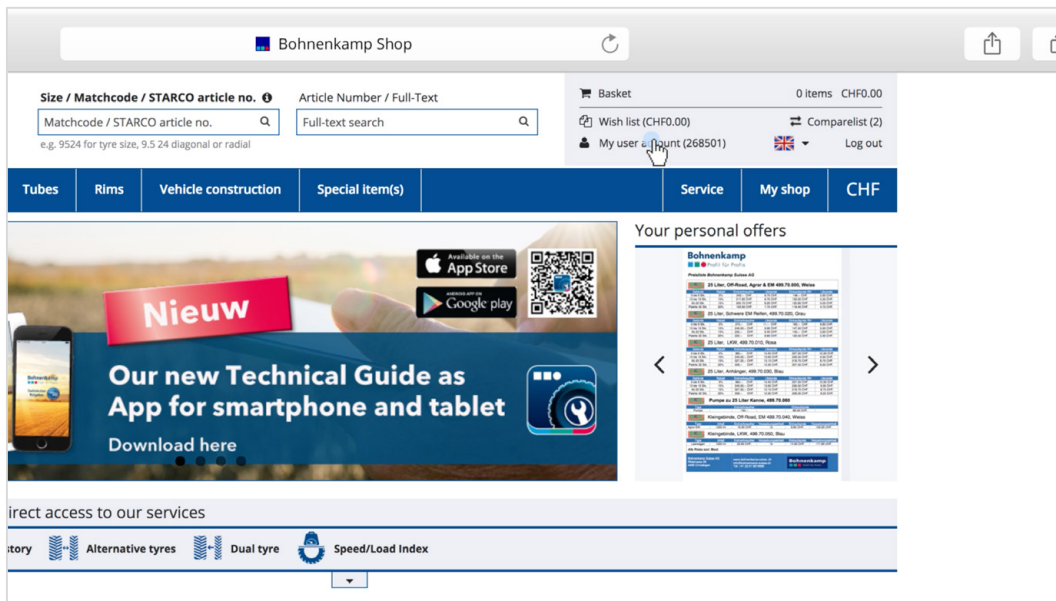
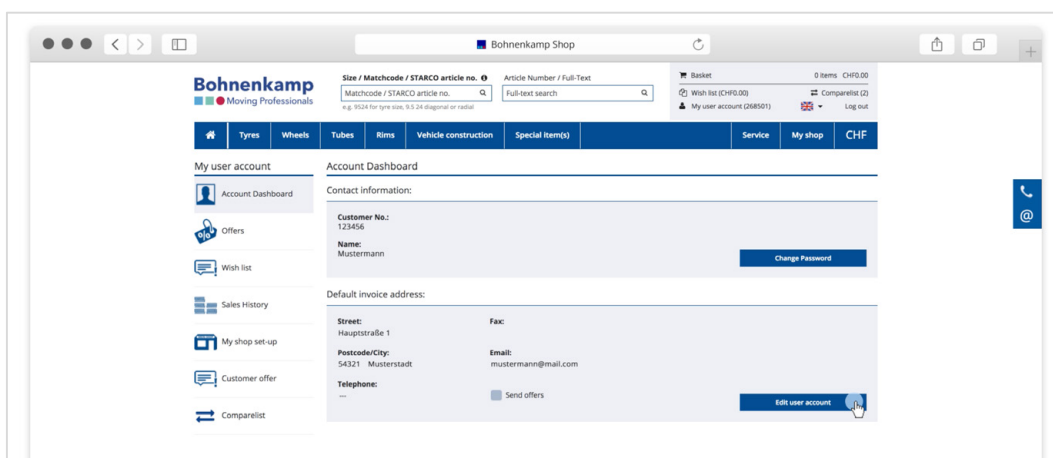


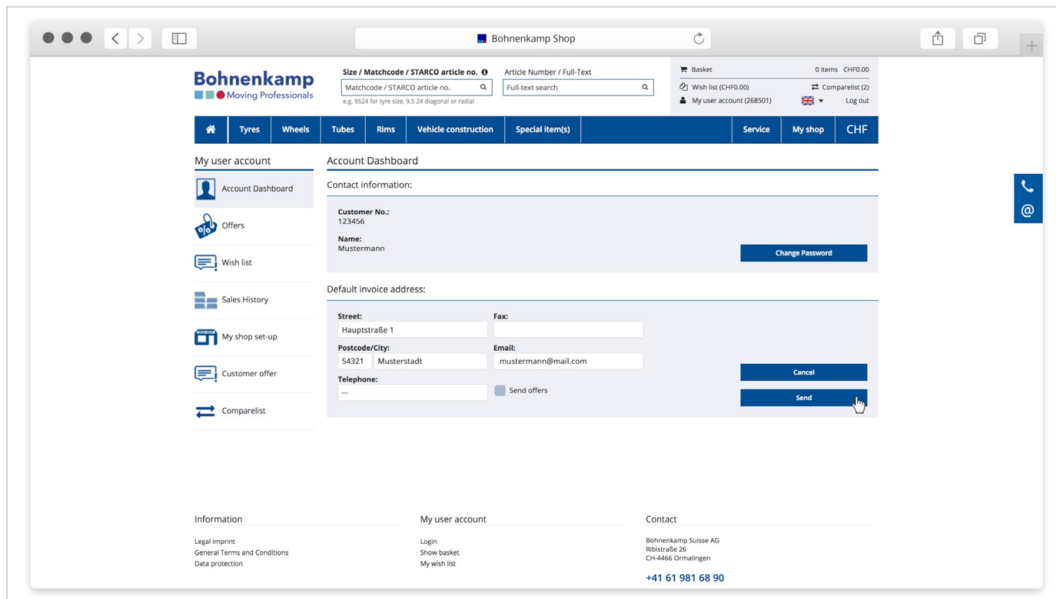
## Account dashboard

1. To change your account data navigate to “My user account“ in the top right corner and continue by clicking on the first menu item “Account dashboard“.



2. You can change your password here. The process is explained in the related tutorial “Password“. You can also change your user account data as well as changing the method of delivery for invoices, delivery notes and delivery confirmations.
3. For example in the second area “default invoice address“ click on “Edit user account” to change your invoice address by using the input fields. Confirm your changes by using the button “Send“. Your changes are then approved after a visual check of us.





- In the last area you can define in which way you want to receive your invoices or your delivery confirmations. Don't forget to save your changes by using the corresponding button.