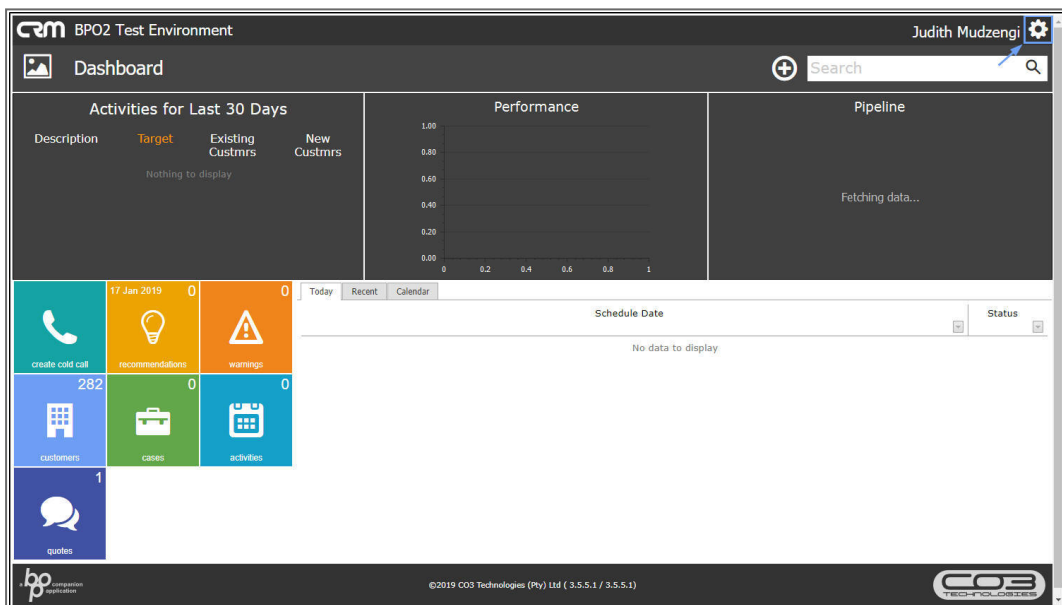# CRM SETTINGS

MY SETTINGS / ACCOUNT SETTING

Account Settings gives you the ability to change your *BPO* / *CRM* Password.
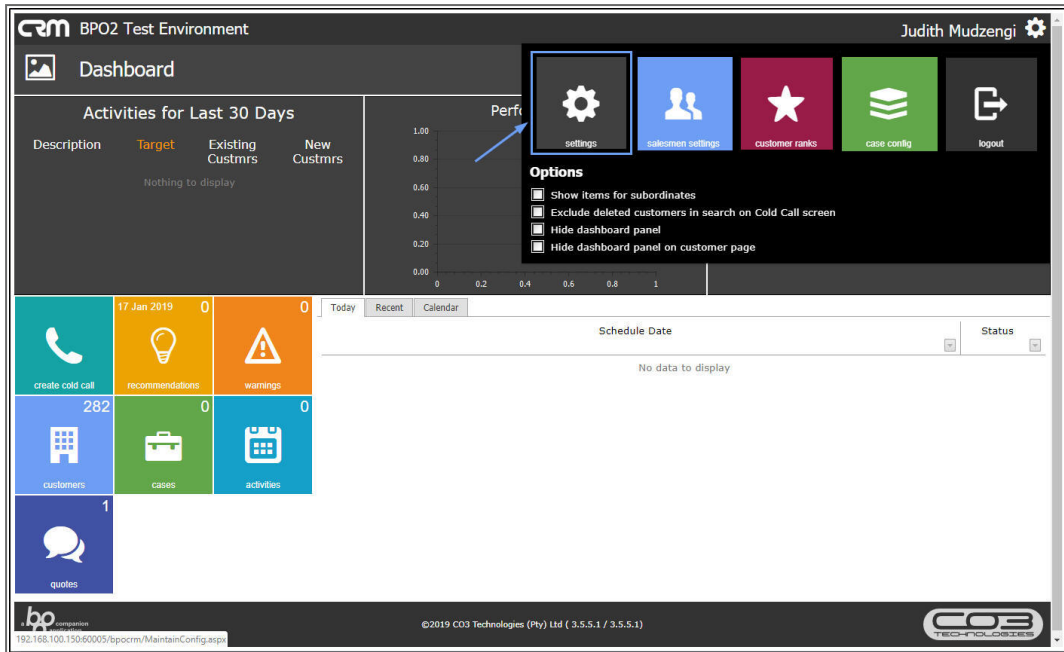

Ribbon Access: *Webpage > http://[servername]:[port-no]/BPOCRM/User.aspx*
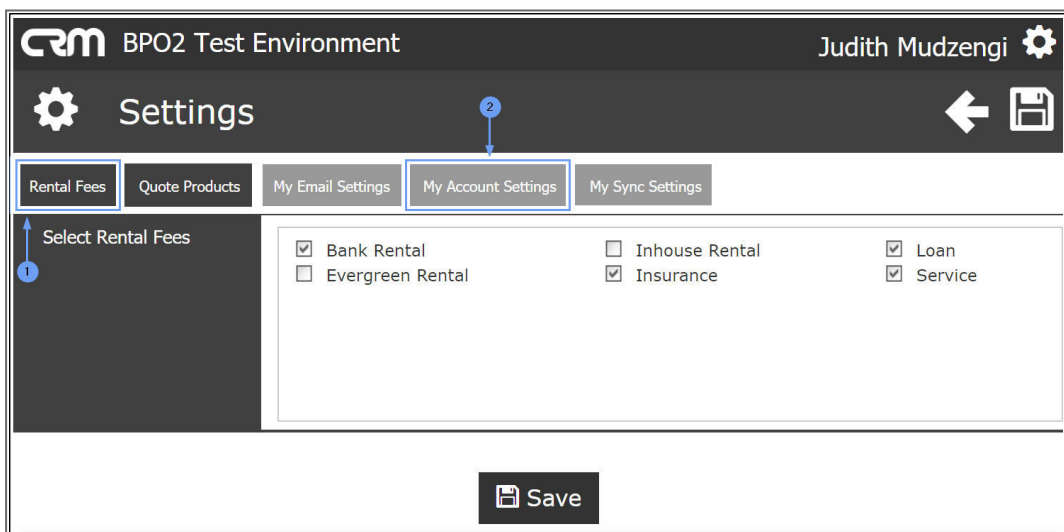

MY SETTINGS – ACCOUNT SETTINGS

- Click on the *Settings* button to the right of your *UserName*.

- The session *Options* page will pop up.
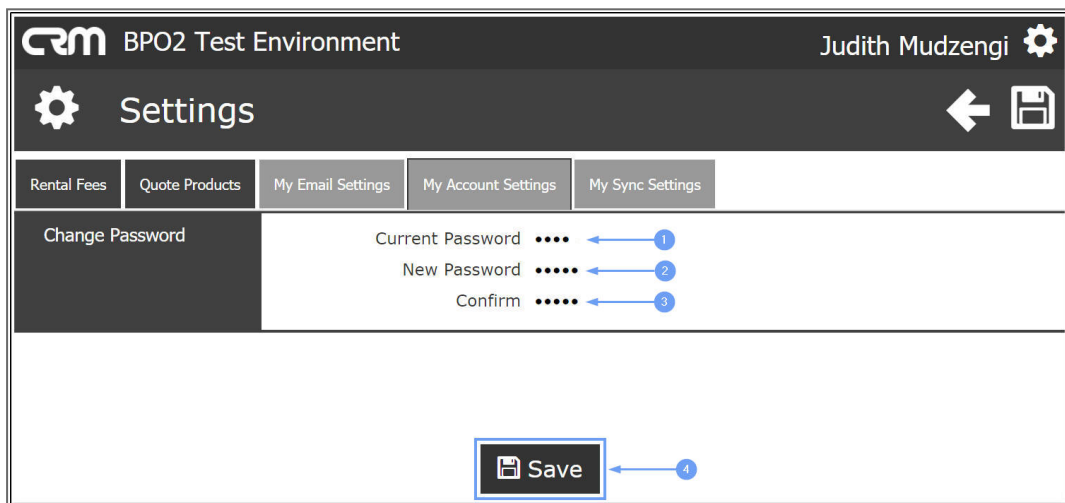- Click on *Settings*.

- The **Settings** screen will be displayed.

  1. The **Rental Fees** tab will be selected by default.

  2. Click on **My Account Settings** tab.

- The **Change Password** details will be displayed.

1. Type in *Current Password*.
2. Type in the *New Password* - and
3. *Confirm*, by typing the new password in again.
4. Click on *Save*.

- *Note 1*: If you don't see the *Save* button - make sure your *Settings* screen is max-imised.
- *Note 2*: You can also use the *Save* icon at the top right of your screen to save changes.

- You will return to the *Dashboard*.

CRM.003.001