

Digital Evidence

Manage Account Details and Update Password

1. [Login to the Digital Evidence Portal](#) > Select **Account Details**



- a. To update/add a Phone Number, select the **Change Link** that appears by the phone field
- b. To update other account details (except [password](#)), select **Change Details**

My Details	
Change Details	Reset Password Resend Verification Emails
Details	
Title (Mr. Mrs. ...)	Tester
First Name	Elisabeth
Last Name	Attorney
Cell phone	+14808453011 Change
Display Notifications	Yes

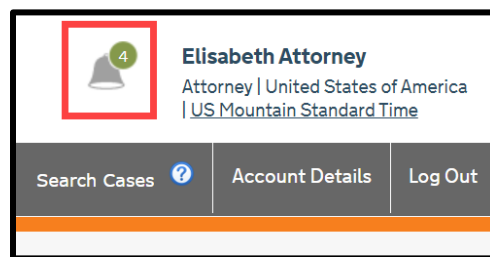
- i. **The following details may be updated:** Title, First Name, Last Name, Hide Email, Display Notifications, Role, Language, Receive Invitation Emails, Time Zone, Consent to receive business and marketing information from Thomson Reuters

Details	
Title (Mr. Mrs. ...)	Tester
First Name	Elisabeth
Last Name	Attorney
Primary Email	attorney@gmail.com
A Hide Email	<input type="checkbox"/>
User Name	attorney
B Display Notifications	<input checked="" type="checkbox"/>
C Role	Attorney
Location	United States of America
Language	English (US)
Role Note	
D Receive Invitation Emails	<input checked="" type="checkbox"/>
E Time Zone	(UTC-07:00) Arizona US Mountain Standard Time
I consent to you providing me with business and marketing information.	<input type="checkbox"/>
Save	

- A. **Hide Email:** this should remain **unselected**, so your email address appears on the People tab for the cases that you have been invited into (*see screenshot below*)

Title (Mr, Mrs, ..)	First Name	Last Name	Role	Expiry Date	Primary Email	Bundle Access
Tester	Elisabeth	Attorney	Attorney	---	attorney@gmail.com	Case Access Details 02 Hearing Yes 05 Trial Yes

- B. **Display Notifications:** this option is selected by default during registration, and when selected, a bell icon appears for quick access to recent case activity



- C. **Role:** the user role that was selected during registration may be updated (*e.g., the incorrect user role was selected during registration*)
- D. **Receive Invitation Emails:** this option is selected by default during registration, and when selected, you will receive an email notification each time another user selects send advisory invitation email when inviting you into a case
- E. **Time Zone:** Detect Automatically is selected by default during registration, and to ensure that the Case Filter returns accurate results when filtering by Hearing Date, select **Arizona** from the dropdown menu
- c. **To update your password, select **Reset Password****
Note: if the current password is unknown (*i.e., saved to keychain and auto-filled during login*), use the [forgotten password link](#) that appears on the Log On page

