
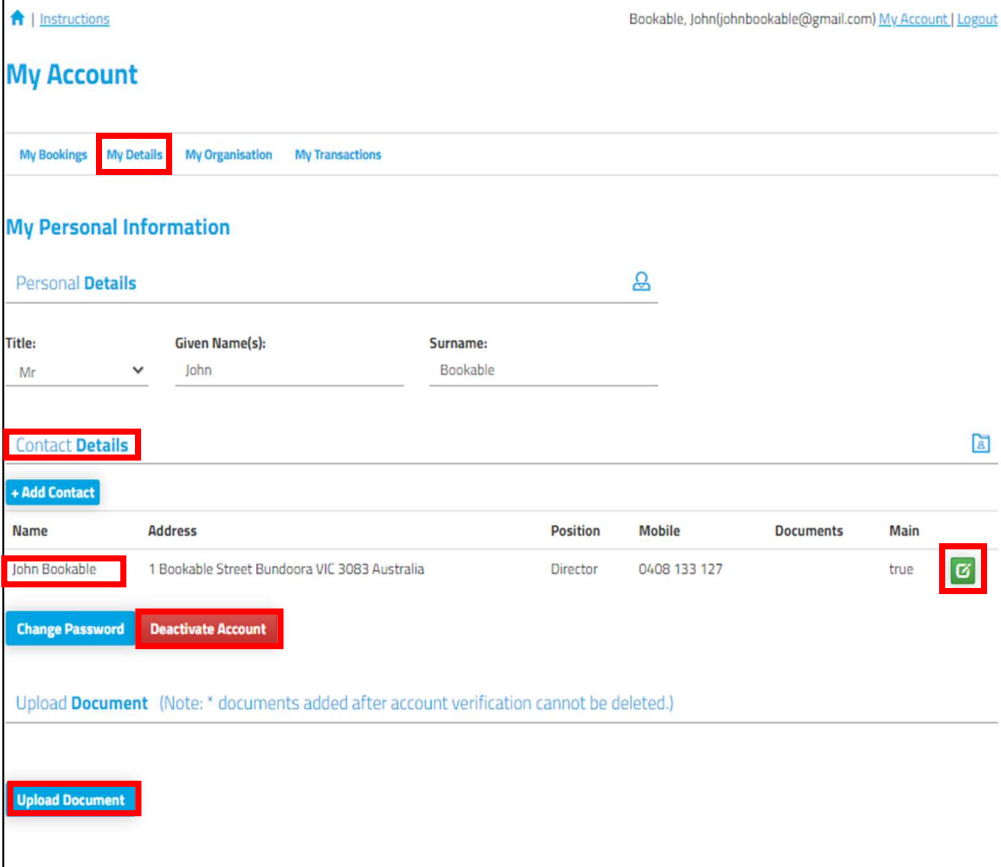


## Managing your details

1. Click **'My Details'**
2. Click the green editing icon  to update current contact details and click **'Save'**
3. Click **'Add Contact'** to add additional contacts. Input the contact details and click **'Save'**
4. Click **'Change Password'** to change your password
5. Click **'Deactivate Account'** to deactivate your account
6. Click **'Upload Document'** and select file to be uploaded (e.g.Certificate of Incorporation)



The screenshot shows the 'My Account' page for a user named John Bookable. The page is divided into several sections:

- My Account**: The main header, with a navigation bar containing 'My Bookings', 'My Details' (highlighted with a red box), 'My Organisation', and 'My Transactions'.
- My Personal Information**: A section for updating personal details. It includes a 'Personal Details' sub-section with a user icon. The form shows 'Title' as 'Mr', 'Given Name(s)' as 'John', and 'Surname' as 'Bookable'.
- Contact Details**: A section for managing contacts. It features a '+ Add Contact' button and a table of existing contacts. The table has columns for Name, Address, Position, Mobile, Documents, and Main. The first contact, 'John Bookable', is highlighted with a red box. A green editing icon (highlighted with a red box) is visible in the 'Main' column for this contact.
- Change Password** and **Deactivate Account**: Two buttons located below the contact table.
- Upload Document**: A section for uploading documents, with a note that documents added after account verification cannot be deleted. A red box highlights the 'Upload Document' button.

| Name          | Address                                       | Position | Mobile       | Documents | Main |
|---------------|---|----------|--------------|-----------|------|
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