

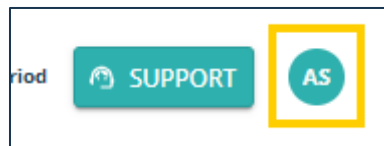
Updating Your Communication Preferences

Step 1: Access Your Account

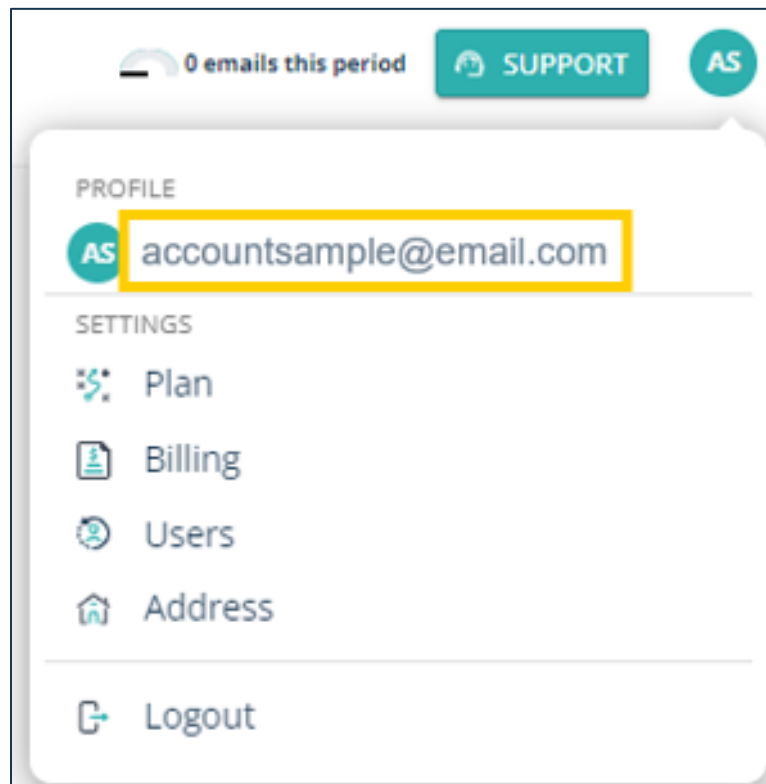
[Sign into](#) your account and follow these steps to create a survey distribution in PsychData.

Step 2: Navigate to Account Settings

To update your first or last name, email address, or time zone, click on your “Account Settings” icon in the top right-hand corner of the page.

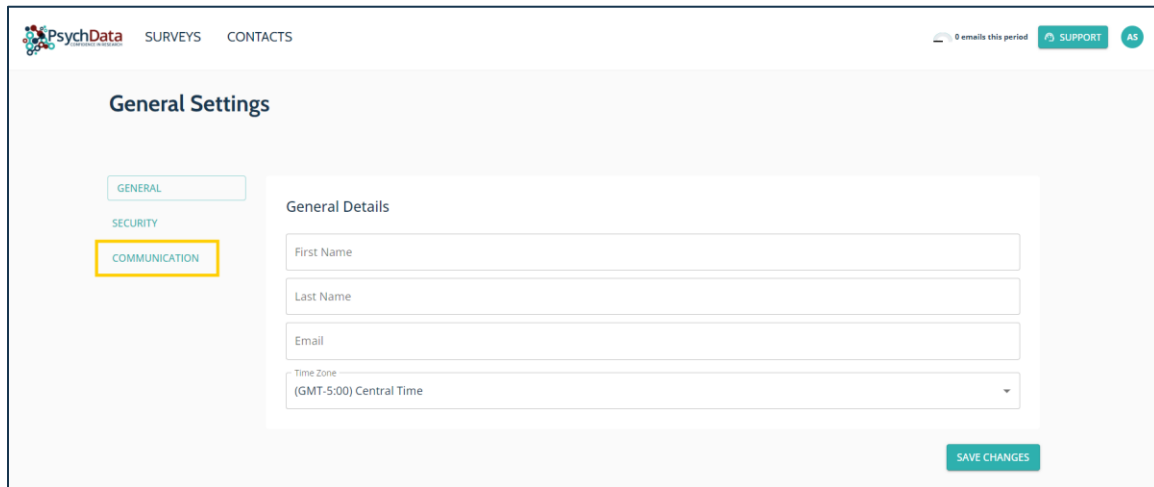


From the dropdown that appears, click on your profile user name, as pictured below.



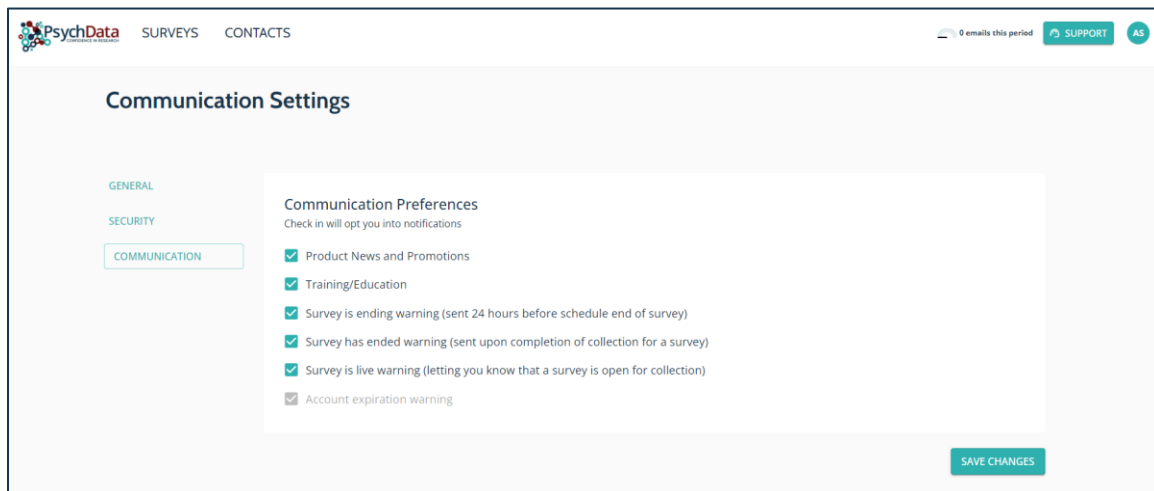
Step 3: Navigate to Your Communication Settings Page

This will redirect you to your “General Settings” page where you will click “Communication” in the sidebar menu on the left, indicated below.



Step 4: Update Your Communication Preferences

This will redirect you to the “Communication Settings” page where you can update your preferences, pictured below.



When your preferences are selected or deselected to your satisfaction, click “Save Changes.”

