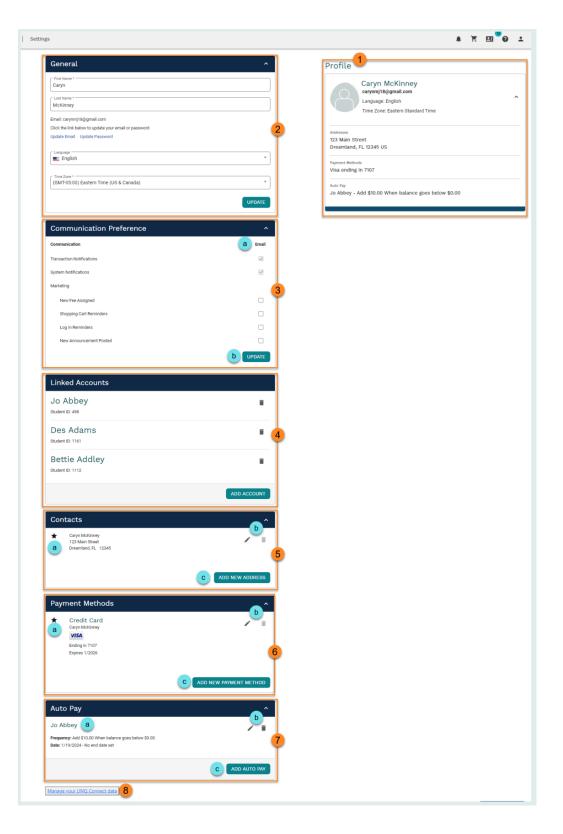
Search

LINQ Connect: Profile

LINQ Connect Profile Video Overview





- 1. **Profile**: Notice your name, email address, time zone, addresses, payment methods, and auto-pay rules.
- 2. General: Manage your LINQ Connect account preferences.
 - a. Update your First Name, Last Name, Email, LINQ
 Connect Password, Language preference, and Time
 Zone if needed.

b. Click **Update** to save your changes.

- 3. **Communication Preference**: Manage your LINQ Connect email notifications.
 - a. Check the **Email** box associated with each communication type you would like to receive.
 - b. Click **Update** to save your changes.
- 4. Linked Accounts: Add or delete linked student or staff accounts.
 - a. Click the **Trash Can** next to any students or staff you would like removed from your account.
 - b. Click **Add Account** to add a student or staff member to your account.

Add Accounts	×
All fields are required.	
Student District *	
First Name *	
Last Name *	
CANCEL	iii ADD

- i. Add all of the required information. Select person
 Type, select District, and enter the student or
 staff member's First and Last Name.
- ii. Click **Cancel** if you wish to discard your changes and return to the previous screen.
- iii. Click Add to link the student or staff member to your account.
- 5. Contacts: Manage your saved addresses.

- a. Notice your saved addresses. The star icon denotes the default address.
- b. Click the **Pencil** to edit, or the **Trash Can** to delete, saved addresses.
- c. Click Add New Address to add a new address.
- Payment Methods: Manage your payment methods. Note: We will notify you by email of soon-to-expire or expired payment methods.
 - a. Notice your saved payment methods. The star icon denotes the default payment method.
 - b. Click the **Pencil** to edit, or the **Trash Can** to delete, saved payment methods.
 - c. Click **Add New Payment Method** to add a new payment method.
- 7. Auto Pay: Manage your Auto Pay configurations.
 - a. Notice any configured auto-pay rules.
 - b. Click the **Pencil** to edit, or the **Trash Can** to delete, auto-pay rules.
 - c. Click Add Auto Pay to set a new auto pay rule. Refer to <u>Meal Account</u> for further details about configuring automatic payments.
- 8. **Manage your LINQ Connect data**: Click to review your LINQ Connect data privacy options.

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