

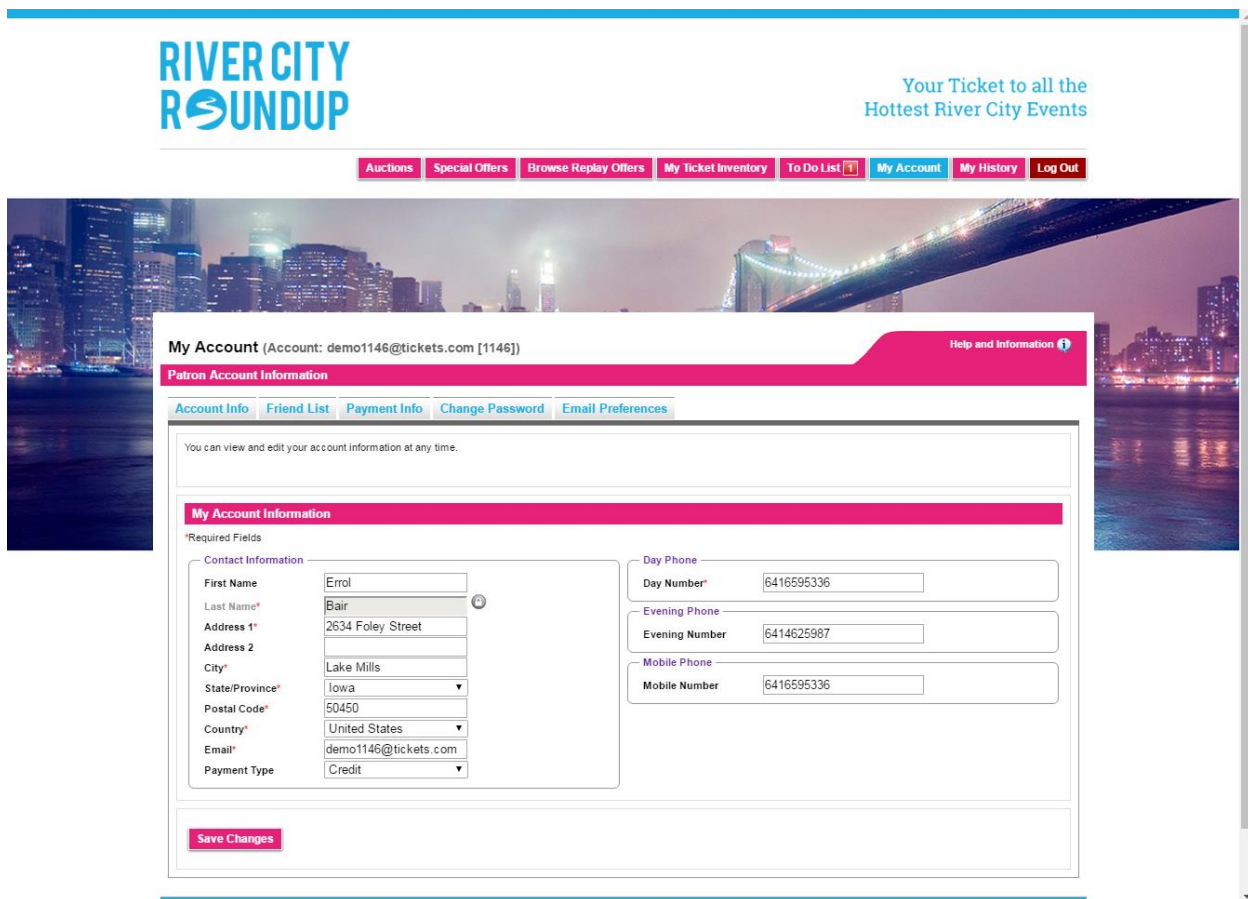
## My Account

My Account is the core of your MyTickets account. Use this area to manage your password, update your personal information and personalize your preferences.

- To manage your account in MyTickets, click the “My Account” tab on the top of the page.

## Account Info

- To review or update your contact information, select the “Account Info” tab. Note that some fields may be locked from editing via MyTickets. If locked account information needs to be updated, then you will need to contact the venue.



**RIVER CITY ROUNDUP** Your Ticket to all the Hottest River City Events

Auctions Special Offers Browse Replay Offers My Ticket Inventory To Do List **My Account** My History Log Out

**My Account** (Account: demo1146@tickets.com [1146]) [Help and Information](#)

Patron Account Information

Account Info Friend List Payment Info Change Password Email Preferences

You can view and edit your account information at any time.

**My Account Information**

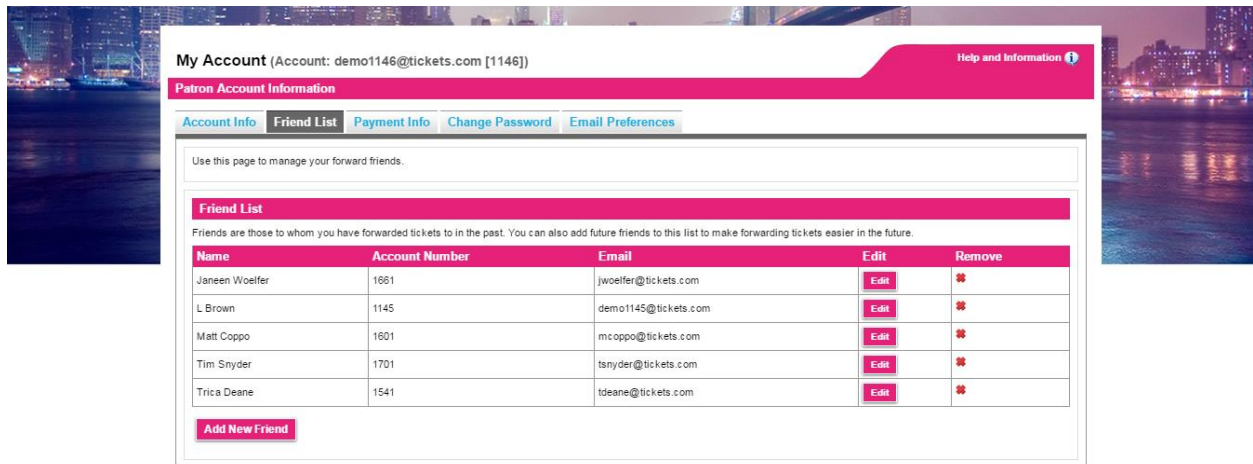
\*Required Fields

<b>Contact Information</b> First Name <input type="text" value="Errol"/> Last Name* <input type="text" value="Bair"/> Address 1* <input type="text" value="2634 Foley Street"/> Address 2 <input type="text"/> City* <input type="text" value="Lake Mills"/> State/Province* <input type="text" value="Iowa"/> Postal Code* <input type="text" value="50450"/> Country* <input type="text" value="United States"/> Email* <input type="text" value="demo1146@tickets.com"/> Payment Type <input type="text" value="Credit"/>		<b>Day Phone</b> Day Number* <input type="text" value="6416595336"/> <b>Evening Phone</b> Evening Number <input type="text" value="6414625987"/> <b>Mobile Phone</b> Mobile Number <input type="text" value="6416595336"/>
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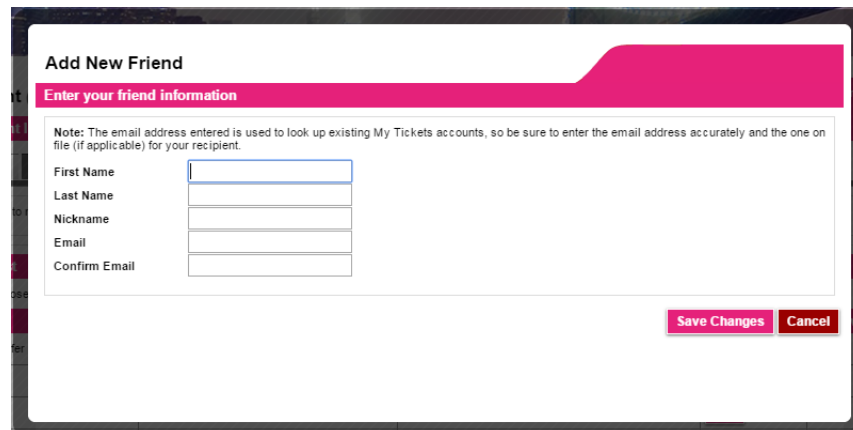
[Save Changes](#)

## Friend List

- To review, add, or remove friends to whom you can forward tickets, select the “Friend List” tab.



- Click **Edit** to change a friend’s name or email. Note: A friend’s email address cannot be modified if there is a forward for that friend.
- Click the ✖ icon to remove a friend.
- To add a new friend, click **Add New Friend**. Enter the friend’s name and email address, and then click **Save Changes**. Note: new friends can also be added during the Forward Tickets process.



**Add New Friend**

Enter your friend information

Note: The email address entered is used to look up existing My Tickets accounts, so be sure to enter the email address accurately and the one on file (if applicable) for your recipient.

First Name

Last Name

Nickname

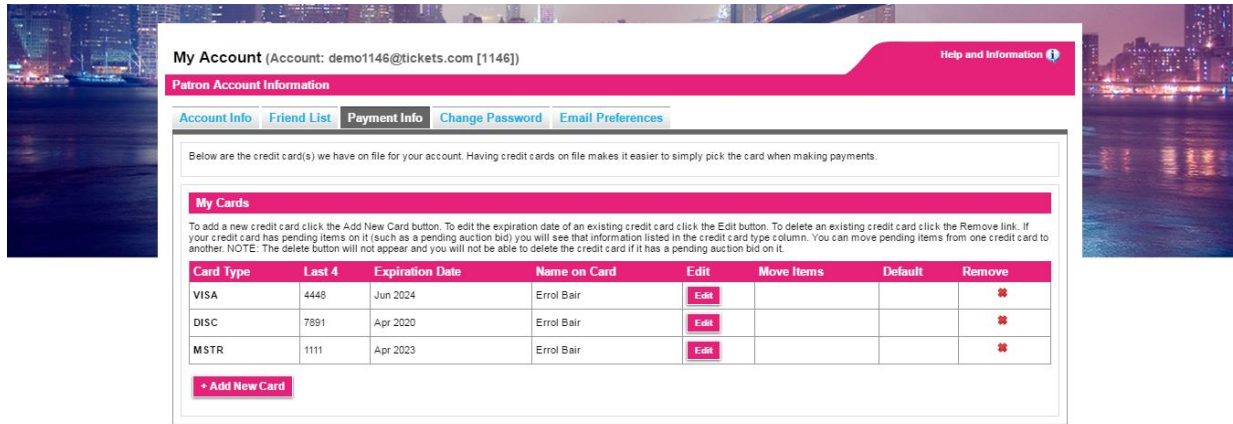
Email

Confirm Email

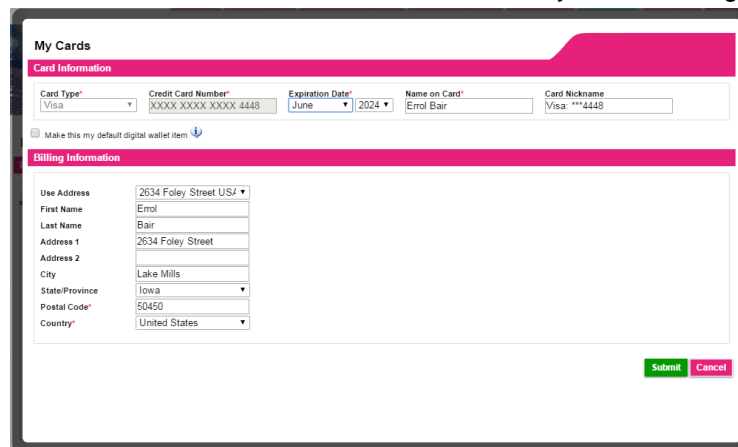
Save Changes Cancel

## Payment Info

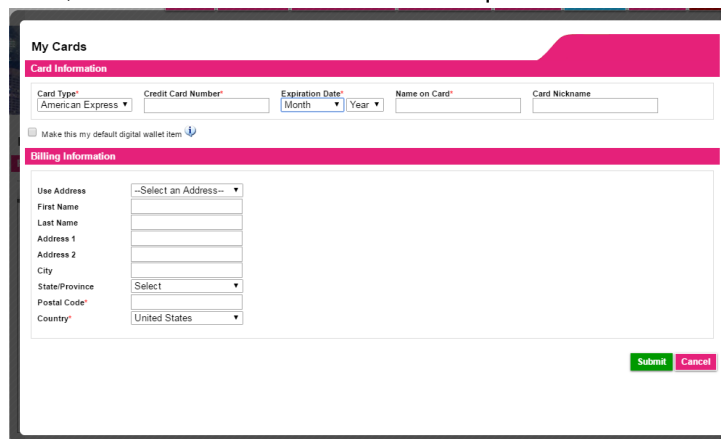
- To view and update your credit card information, select the “Payment Info” tab.



- To update the expiration date or billing address of a credit card, click **Edit**. Modify the information as needed, and then click **Submit**. You can also set a credit card as your default digital wallet item.



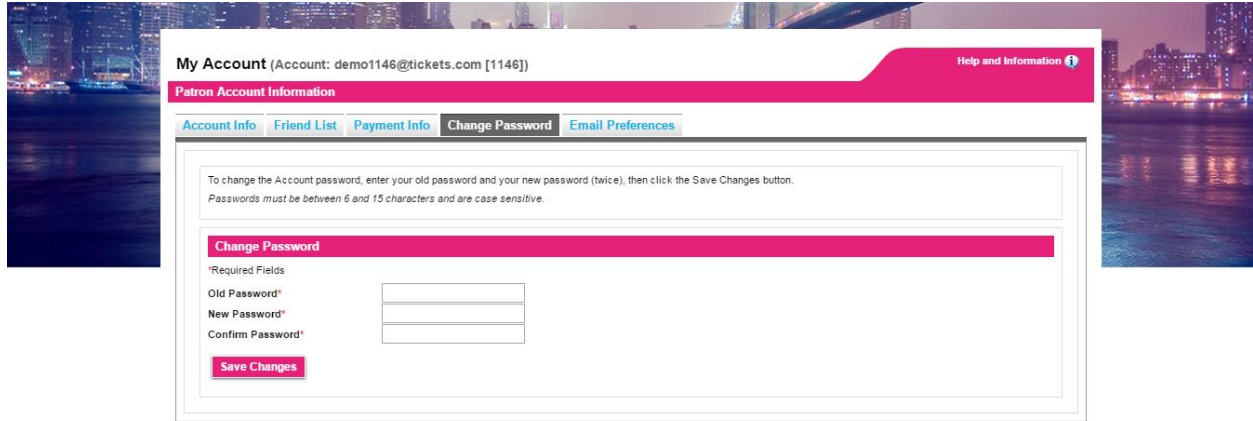
- To add a new credit card, click **Add New Card**. Enter the required information and click **Submit**.



- To delete an existing credit card click the ✖ icon to remove a credit card from your digital wallet. Note: You cannot delete a card if it was used for a pending auction bid.

## Change Password

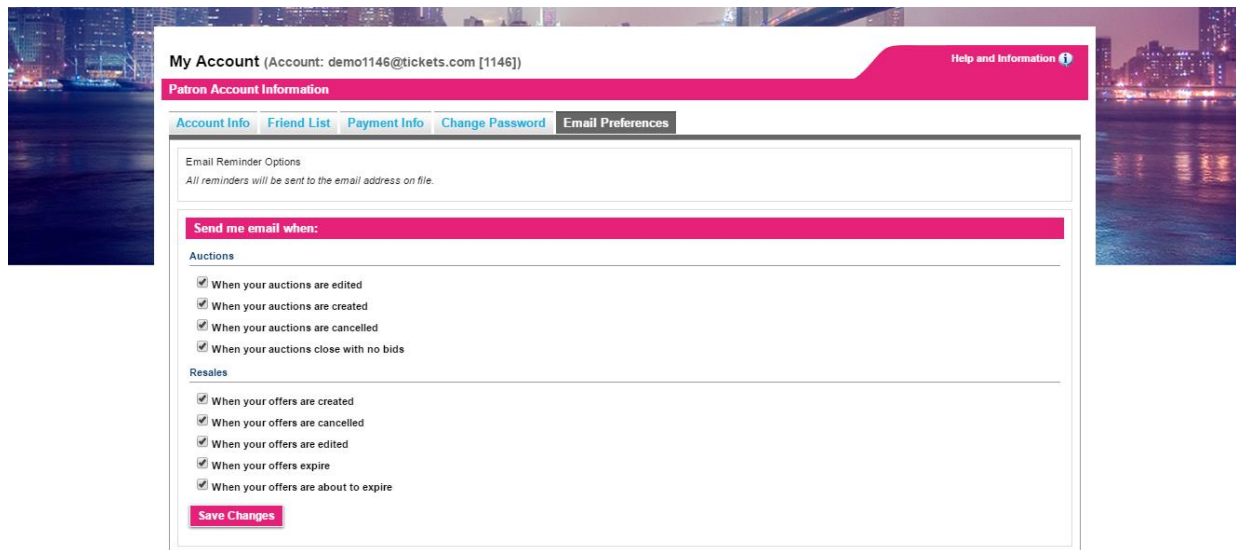
- To change your password, select the “Change Password” tab. Enter your current password and a new password. The new password must be between 6 and 15 characters. Enter the new password again, and then click **Save Changes**.



The screenshot shows the 'My Account' page for user 'demo1146@tickets.com [1146]'. The 'Change Password' tab is selected. The form includes a header with 'Patron Account Information' and a sub-header 'Change Password'. Below the sub-header, there are three input fields: 'Old Password\*', 'New Password\*', and 'Confirm Password\*'. A 'Save Changes' button is located at the bottom of the form. A note above the form states: 'To change the Account password, enter your old password and your new password (twice), then click the Save Changes button. Passwords must be between 6 and 15 characters and are case sensitive.'

## Email Preferences

- To set which emails you would like to receive, select the “Email Preferences” tab. Emails will be sent to the email address on file when any of the actions designated with a checkmark occur. If selections are changed, click **Save Changes**.



The screenshot shows the 'My Account' page for user 'demo1146@tickets.com [1146]'. The 'Email Preferences' tab is selected. The form includes a header with 'Patron Account Information' and a sub-header 'Email Preferences'. Below the sub-header, there are two sections: 'Auctions' and 'Resales'. Each section has a list of actions with checkboxes. A 'Save Changes' button is located at the bottom of the form. A note above the form states: 'Email Reminder Options. All reminders will be sent to the email address on file.'