

# Edit Your Account

You can change your contact information, notification preferences and more for your Open ACU account on the Account page. There are 5 sections on your account page. Your photo, your basic details, your emergency contact information, changing your password and [your appointments](#).

## Change Your Account Photo

1. Click the photo or avatar icon at the top of your account page.
2. Select a file from your computer or device.
3. Click upload.
4. The image must be less that 3000 and greater than 300 pixels.

## Add Credit Card Information

If your clinic uses Open ACU's integrated credit card payments option, you can add or edit your credit card details to save a card on file for future use.

Click the Add Credit Card button, enter your card details, then click the Add Card button to save your information. You may add and save multiple cards.

## Saved Credit Cards

Add Credit Card

Enter Card Details

Name on card

Full name as displayed on card

Card Number

5555 5555 5555 5555

Expire  
(mm/yyyy)

MO/YEAR

CVV

Zip

Postal or Z

Country

USA

By clicking the Add Card button you are agreeing to  
[our Online Financial Policy](#).

Add Card

## Opt Out of Email Reminders

When you create a patient account, you will automatically be opted in to receive appointment reminders via email. If you would prefer not to receive email reminders, you can opt out by toggling the opt-out switch to ON:

### Opt-Out of Email Reminders

ON



You Opted OUT of email reminders

## Text Message Reminders

If your clinic enables appointment reminders via SMS/text message, you will need to opt in to receive those (you'll still receive email reminders). To receive text message reminders, enter your mobile phone numbers in the Text Reminders box, then check your phone and follow the prompts to complete the setup process:

## Text Reminders

To receive appointment reminders by text, please provide your mobile number. We will send you a verification code to confirm your number.

Enter Your Mobile Phone Number.

Save Number

## Edit Account Details

1. Open the Edit Account Details Section (click the title to open the accordion section)
2. Make the changes you need (most of the information is required, including your birthday).
3. Make sure you click Save Details.

## Edit Emergency Info & Insurance

1. Click the section title to open the form.
2. Make the changes necessary
3. Click Save Emergency/Insurance

## Change Your Password

1. Click the section title to open the form.
2. Enter your new password
3. Confirm your new password
4. Click Save Password

➤ Edit Account Details

➤ Edit Emergency Contact Info & Insurance

▼ Change Password

## Edit Your Password

User Password

At least 6 characters

Confirm Password

Confirm Password

**Save Password**

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