

# Manage Personal Information

Users can use the **MY ACCOUNT > Manage personal information** link to view and edit their personal information. Type in the fields and use the drop-down list to make changes, and then click Submit. For example, if users have their Task List open all day, they can change the value in the Task Notification Preference dropdown from **Email** to **Off**. This will stop Task Notification emails for all workflows.

The **Task List** does not automatically refresh. Users who rely on their Task List instead of Task Notification should manually refresh the list regularly.

## User tom

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▼ Personal Information

First Name	Password
<input type="text" value="Tom"/>	<input type="password"/>
Last Name	Re-enter password
<input type="text" value="Cat"/>	<input type="password"/>
Email Address	Task Notification Preference
<input type="text" value="tom@mycompany.com"/>	<input data-bbox="699 961 1182 1010" type="text" value="Email"/>

Designers will also see a link to [Manage Production Forms](#) here so the designer can easily manage their account from this screen.

User: tom

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From this page, you can manage your account on this frewo server.

- [Manage personal information](#)
- [Manage Production Forms](#)

If you are using Live Forms spaces, you can [add a link](#) to this screen to the space menu.