



PEERASSIST

Field Work Order

Managing Your User Account



Managing Accounts

Manage Your Personal User Account

- 40** Click on the **"Manage"** Tab then select the **"Manage Account"** button.
- 41** **Add your signature** by Choosing a File to upload or by drawing and saving a digital signature then click "Save".
- 42** Select the **"Default View"** you would like to have when opening the program. Set your desired Chart Term Period. Your Job Role and Signature will be used on letter correspondence.
- 43** Click on **"Change Password"** to save a new password. Enter your new password, repeat then **"Submit"**.

