How to Manage Your WebOps Account Settings

Account & Billing · https://thewebops.com/ar/help-center/account-billing/how-to-manage-your-webops-account-settings/

Step 1: Open Account Settings

1. Log in to your WebOps account.
2. Click on **Profile** from the side menu.
3. Select **Account Settings**.

You will now be redirected to your profile page.

Step 2: Update Your Profile Information

Under the **Account Info** section, you can edit:

- **Full Name**
- **Phone Number**
- **Preferred Language**
- **Account Currency** (view-only)

Click inside any editable field to update your information. Your changes are saved automatically.

Step 3: Change or Remove Your Profile Image

1. Click on the **edit icon** next to your profile image.
2. Choose one of the following options:
   - **Take a photo** using your camera
   - **Choose a photo** from your device
   - **Delete photo** to remove your current profile image
3. Once selected, your profile image will be updated instantly.

Step 4: Change Your Password

1. Under the **Login Info** section, click **Change Password**.
2. A popup will appear where you need to:
    - Enter your **current password**
    - Enter your **new password**
    - **Confirm** your new password
3. Click **Save** to apply the changes, or **Cancel** to exit without saving.

Your password will be updated immediately after saving.

Step 5: Change Your Account Email

1. Under the **Login Info** section, click the **edit icon** next to your email address.
2. A popup will appear asking you to:
    - Enter your **current account password**
    - Enter your **new email address**
    - **Confirm** your new email address
3. Click **Submit** to proceed.

What happens next:

- You will be **logged out automatically** for security.
- A verification email will be sent to your **new email address**.
- Open the email and click the **verification link** to confirm the change.

Once the verification link is confirmed, your account email will be updated successfully. You can now log in using your **new email address**.

Step 6: Review Privacy Settings

Under the **Privacy Policy** section, you can:

- Learn how cookies are used
- Review how your data is protected

Click **Learn more** for full details.

Step 7: Delete Your Account (If Needed)

Before you can delete your account, please make sure:

You **do not have any active subscriptions**
All billing plans are fully canceled

If an active subscription exists, the system will **not allow account deletion** until it is canceled.

To delete your account:

1. Scroll to the **Delete Your Account** section.
2. Click **Delete Account**.
3. You will be redirected to a confirmation page where you must:
    - Select a **reason for deletion**
    - (Optional) Add more details about your reason
    - Enter your **account password** to confirm
4. Click **Confirm Delete** to complete the process.

⚠ **Important:** Once deleted, your account and all associated data will be permanently removed and cannot be recovered.