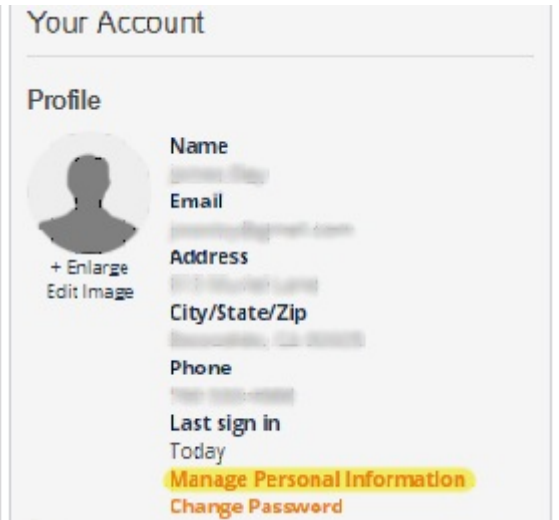



## Change account settings in FTDNA

<p>Log into your FTDNA account</p> <p>Click the “<b>Manage Personal Information</b>” link on the left side of the screen</p>	 <p>The screenshot shows the 'Your Account' page. Under the 'Profile' section, there is a profile picture with '+ Enlarge' and 'Edit Image' options. To the right, the following fields are listed: Name, Email, Address, City/State/Zip, Phone, and Last sign in (Today). At the bottom of the profile section, there are two links: 'Manage Personal Information' (highlighted in yellow) and 'Change Password'.</p>
<p><b>Account Information tab</b></p> <p><b>Contact Information sub-tab</b></p> <p>Make changes to name, address, phone, email address(es), profile photo, and personal story, if needed</p> <p><b>Change Password sub-tab</b></p> <p>Enter the current password and the new password</p> <p><b>Beneficiary Information sub-tab</b></p> <p>Enter beneficiary's name, phone and email address</p>	 <p>The screenshot shows the 'Account Information' tab selected in a menu. The menu items are: Account Information (highlighted in yellow), Genealogy, Privacy &amp; Sharing, Project Preferences, and Notification Preferences.</p>

## Genealogy tab

### Earliest Known Ancestors sub-tab

Enter country of origin and the name of your earliest known direct paternal ancestor

### Surnames sub-tab

Add known surnames in your paternal line (and maternal line for Family Finder) and location (if known)

## Genealogy

Account Information

Genealogy

Privacy & Sharing

Project Preferences

Notification Preferences

## Privacy & Sharing tab

In the "**Matching Preferences**" section, select the "**Consent to Participate in Matching**" checkbox

Also select "**All Levels**" for the "**Select the Y-DNA Matching level**" to participate with your matches at every testing level

In the "**Origin Sharing**" section, select "**My Matches**" to allow your matches to view your ethnicity and ancient origins with your matches

In the "**Family Tree Sharing**" section, select "**My Matches**" to allow your matches to view your family tree

In the "**Project Sharing**" section, select the "**Opt in to Sharing**" checkbox

## Privacy & Sharing

Account Information

Genealogy

Privacy & Sharing

Project Preferences

Notification Preferences

### Project Sharing

#### Group Project Profile

Allow my Group Administrators to publish my pseudonymized DNA results and ancestor information in the public results pages.

[Opt In to Sharing !\[\]\(b9742ff0bb3da904abeeee81c2bcb456\_img.jpg\)](#)

Your project profile may include any of the following: surname, haplogroups, earliest known ancestors, ancestral locations, and DNA results. The Group Administrator decides which of those items is included in the project profiles. Project profiles are always shared between project members.

### Project Preferences tab

For the Day project, click the **Edit** button; select "**Grant Limited Access**" for both of the project administrators; click the **Accept** button

## Group Administrator and Member Preferences

Account Information

Genealogy

Privacy & Sharing

Project Preferences

Notification Preferences

Group Administrator Access: Day

I allow all current administrators of this project the following access to my account:

Name	Role	Access
Roy Day	Admin	Grant Limited Access
Steph Day Jobs	Admin	Grant Limited Access

### Notification Preferences tab

In the Y-DNA section, select the checkboxes for **Y-37**, **Y-67**, and **Y-111** to be notified by email of new matches at these testing levels

In the Big Y-500 section, select the "**New Big Y matches**" checkbox to be notified by email of new matches at this testing level

In the Projects section, select the "**Subscribe**" checkbox to receive bulk emails sent by the project administrators

## Email Notifications

Account Information

Genealogy

Privacy & Sharing

Project Preferences

Notification Preferences