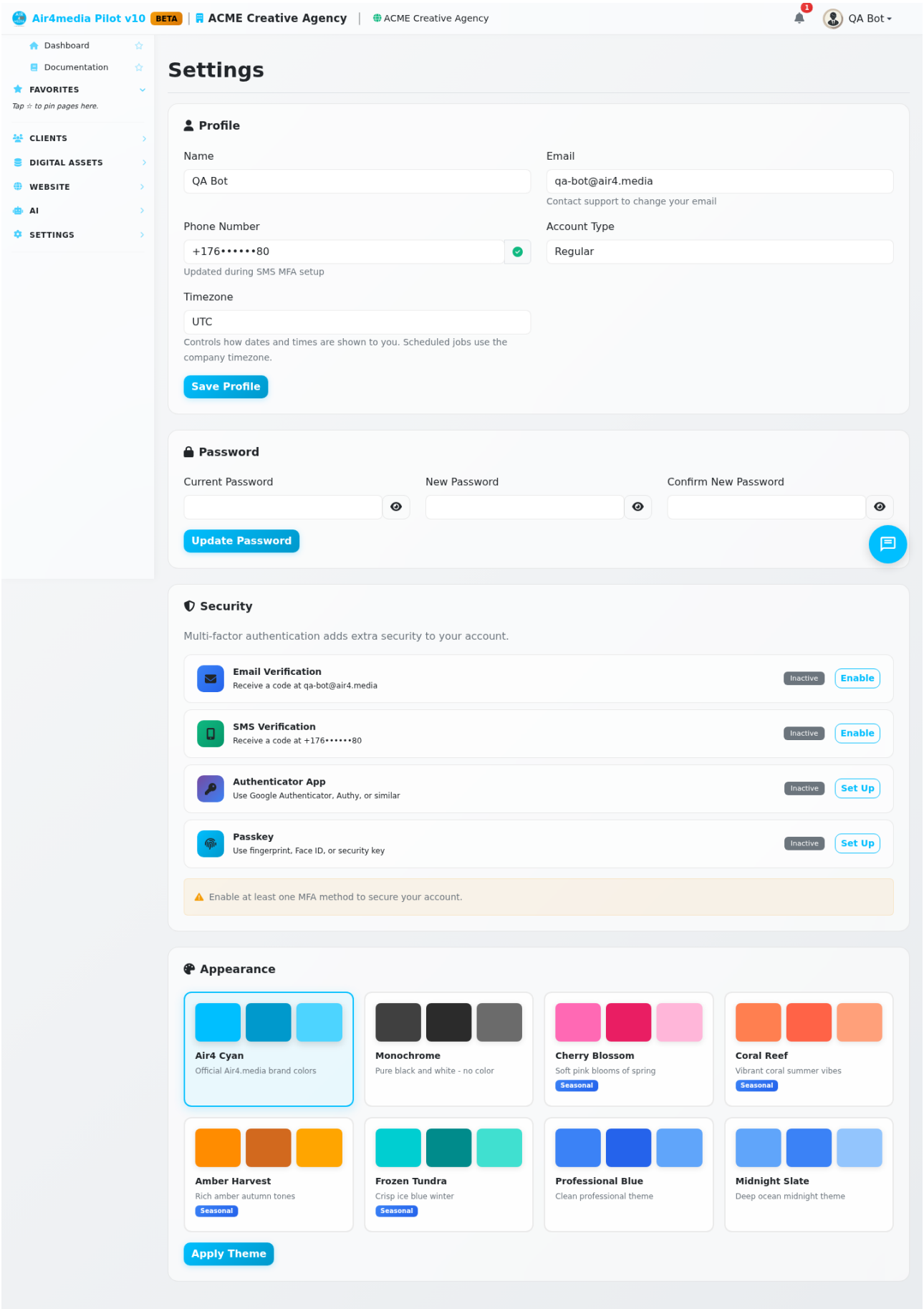
Air4media Pilot v10
BETA
ACME Creative Agency
ACME Creative Agency
QA Bot
Dashboard
Documentation
FAVORITES
Tap ☆ to pin pages here.
CLIENTS
DIGITAL ASSETS
WEBSITE
AI
SETTINGS
Settings
Profile
Name
QA Bot
Email
qa-bot@air4.media
Contact support to change your email
Phone Number
+176••••••80
Updated during SMS MFA setup
Account Type
Regular
Timezone
UTC
Controls how dates and times are shown to you. Scheduled jobs use the company timezone.
Save Profile
Password
Current Password
New Password
Confirm New Password
Update Password
Security
Multi-factor authentication adds extra security to your account.
Email Verification
Receive a code at qa-bot@air4.media
Inactive
Enable
SMS Verification
Receive a code at +176••••••80
Inactive
Enable
Authenticator App
Use Google Authenticator, Authy, or similar
Inactive
Set Up
Passkey
Use fingerprint, Face ID, or security key
Inactive
Set Up
Enable at least one MFA method to secure your account.
Appearance
Air4 Cyan
Official Air4.media brand colors
Monochrome
Pure black and white - no color
Cherry Blossom
Soft pink blooms of spring
Seasonal
Coral Reef
Vibrant coral summer vibes
Seasonal
Amber Harvest
Rich amber autumn tones
Seasonal
Frozen Tundra
Crisp ice blue winter
Seasonal
Professional Blue
Clean professional theme
Midnight Slate
Deep ocean midnight theme
Apply Theme

Settings

Manage your profile, password, account security, and appearance preferences.

Key Features

- **Profile Management**: Update your display name shown across the platform
- **Password Change**: Update your login password at any time
- **Two-step sign-in**: After your password, confirm it is you with a code or a passkey
- **Theme Selection**: Customize the look and feel of the interface

How to Use

Updating Your Profile

1. Go to **Settings** from the sidebar
2. Under **Profile**, update your name in the Name field
3. Click **Save Profile**

Your email address, phone number, and account type are read-only. Contact support to change your email. Your phone number is saved when you set up text-message codes and enter the code sent to it.

Changing Your Password

1. Under **Password**, enter your current password
2. Enter and confirm your new password (minimum 8 characters)
3. Click **Update Password**

> This section only appears for standard accounts. Google sign-in accounts manage passwords through Google.

Setting Up Two-Step Sign-In

The **Two-step sign-in** section shows four methods you can turn on independently. Once one is on, signing in asks for your password and then for a code or a passkey. A device you used recently is remembered for 7 days.

Email Verification — A one-time code is sent to your email address each time you sign in.

- Click **Enable**, then enter the 6-digit code sent to your email

SMS Verification — A one-time code is sent to your phone number.

- If you haven't added a phone number yet, click **Set Up** to add one first
- Click **Enable**, then enter the code sent by text message

Authenticator App — Use an app like Google Authenticator or Authy to generate codes.

- Click **Set Up** and follow the on-screen steps to scan a QR code with your app

Passkey — Confirm it is you with your fingerprint, Face ID, or a hardware security key.

- Click **Set Up** and follow the browser prompt to register your device
- You can register multiple passkeys (e.g. MacBook, iPhone) and manage them individually
- Click **Manage** to add, rename, or remove registered passkeys

To turn a method off, or to remove one passkey, click **Disable** (or the remove button next to the passkey) and confirm it is you with your password, or with a code from another method if you sign in with Google.

The mobile apps ask for the same second step: type the 6-digit code right after your password, with no space. If you lose your phone or app, contact support to reset two-step sign-in for your account.

Changing Your Theme

1. Under **Appearance**, browse the available color themes
2. Click a theme card to select it — color swatches show the palette
3. Click **Apply Theme** to save — the page will reload with the new look

Some themes are marked **Seasonal** and may only be available at certain times of year.

Tips

- Turn on at least one method: the Two-step sign-in section warns you when your account has none
- You can have several methods on at the same time, so you can still sign in if one is not at hand
- Give your passkeys descriptive names (e.g. "Work MacBook") so you can identify them easily

- If you sign in with Google, use Google's account settings to manage your password and primary email