



DIGMENU USER GUIDE

Account settings: name, email, password and deleting your account

Change your personal details, password and email address, set your time and date format, or ask to delete your account.

Account settings: name, email, password and deleting your account

Your account is your personal login. It is separate from your restaurant details. You manage it on the **Account Settings** page.

What you need before you start

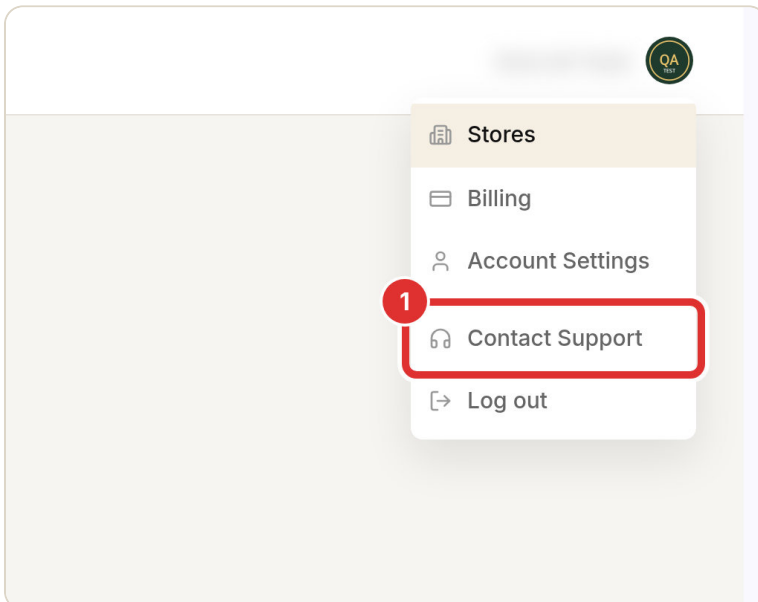
- Your current password

Time needed: About 3 minutes

Where in Digmenu: Profile picture (top right) → Account Settings

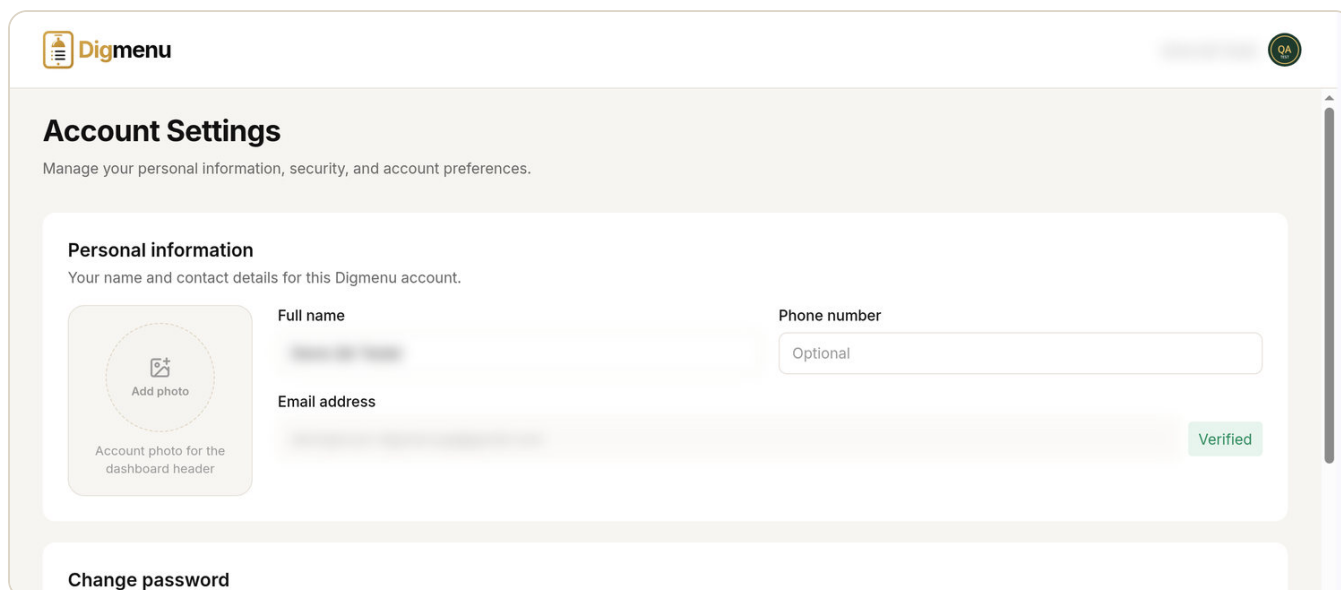
1 Open "Account Settings"

Click your profile picture in the top-right corner. Click **Account Settings**.



2 Personal information

Under **Personal information**, click **Add photo** to add a profile picture. Change your **Full name** or **Phone number**. Click **Save** in the bar at the bottom.



The screenshot shows the 'Account Settings' page for a Digmenu account. The 'Personal information' section is active, showing fields for 'Full name', 'Phone number' (with an 'Optional' label), and 'Email address'. A circular profile picture placeholder with an 'Add photo' icon is on the left. A green 'Verified' badge is next to the email address. A 'Change password' link is visible at the bottom of the settings card.

Account Settings
Manage your personal information, security, and account preferences.

Personal information
Your name and contact details for this Digmenu account.

Full name
[Text input field]

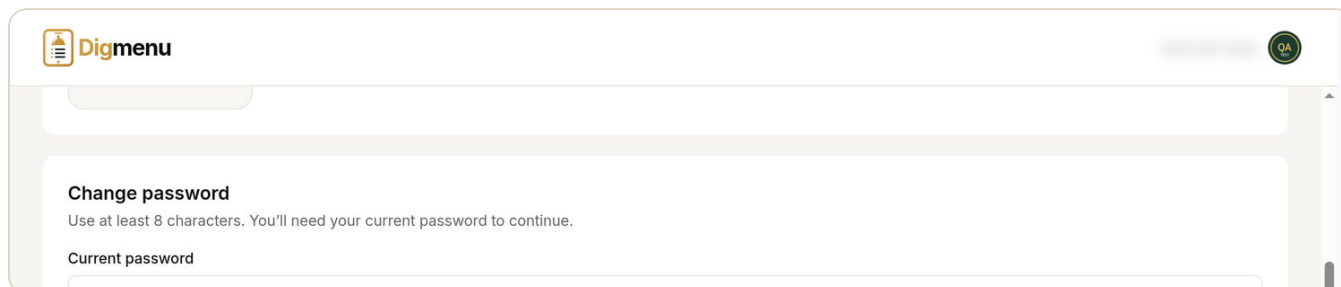
Phone number
[Text input field] Optional

Email address
[Text input field] Verified

Change password

3 Change your password

Under **Change password**, type your **Current password**. Type the **New password** twice (at least 8 characters). Click **Change password**.



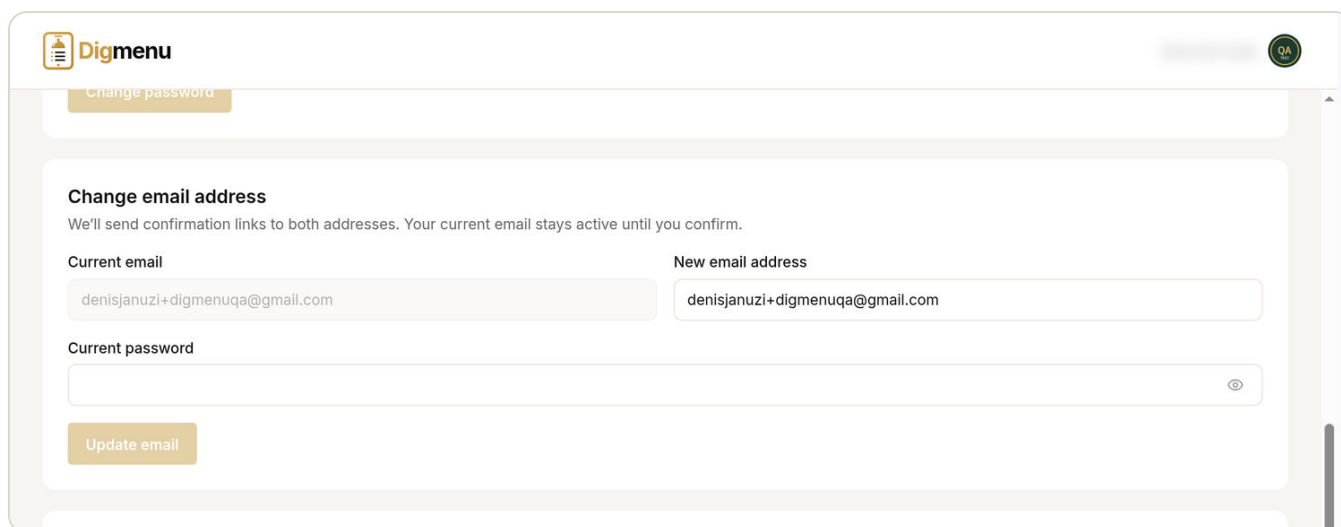
The screenshot shows the 'Change password' section of the Digmenu account settings. It includes a heading, a note about password requirements (at least 8 characters and current password needed), and a 'Current password' label above a text input field.

Change password
Use at least 8 characters. You'll need your current password to continue.

Current password
[Text input field]

4 Change your email address

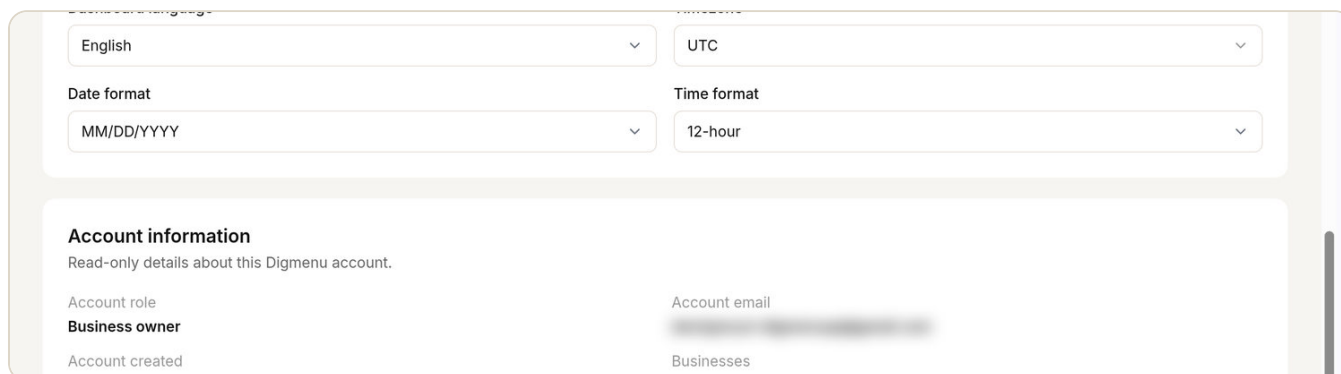
Under **Change email address**, type the **New email address** and your **Current password**. Click **Update email**. Digmenu sends a confirmation link to both addresses. Open the links. Your old email stays active until you confirm.



The screenshot shows the Digmenu dashboard with a 'Change password' tab selected. Below it, the 'Change email address' section is active. It includes a sub-header 'Change email address' and a note: 'We'll send confirmation links to both addresses. Your current email stays active until you confirm.' There are two input fields: 'Current email' (containing 'denisjanuzi+digmenuqa@gmail.com') and 'New email address' (also containing 'denisjanuzi+digmenuqa@gmail.com'). Below these is a 'Current password' field with a toggle icon. At the bottom left of the form is an 'Update email' button.

5 Time zone, date and time format

Under **Language and regional preferences**, choose your **Timezone**, **Date format** and **Time format** (12-hour or 24-hour). Click **Save**.



The screenshot shows the 'Language and regional preferences' section. It features four dropdown menus: 'Language' (set to 'English'), 'Timezone' (set to 'UTC'), 'Date format' (set to 'MM/DD/YYYY'), and 'Time format' (set to '12-hour'). Below these is the 'Account information' section, which includes a sub-header 'Account information' and a note 'Read-only details about this Digmenu account.' It lists 'Account role' as 'Business owner', 'Account email' as '[redacted]', and 'Account created' as '[redacted]'. There is also a 'Businesses' link.

Good to know: The dashboard is in English. Your guest menu can be in many languages (Guide 7).

6

Delete your account: "Request account deletion"

At the bottom, in the **Danger zone**, click **Request account deletion** (1). Type your password. Type **DELETE MY ACCOUNT** to confirm. Send the request.

The screenshot shows the 'Account information' section with fields for 'Account role' (Business owner), 'Account email' (redacted), 'Account created' (Sep 27, 2026), and 'Businesses' (1 owned). Below this is the 'Danger zone' with a warning message and a list of consequences. A red button labeled 'Request account deletion' with a circled '1' is highlighted.

MM/DD/YYYY 12-hour

Account information

Read-only details about this Digma menu account.

Account role	Account email
Business owner	[REDACTED]
Account created	Businesses
Sep 27, 2026	1 owned

Danger zone

Request permanent removal of your Digma menu account. This does not delete anything immediately.

- Owned businesses and public menus may be removed after review.
- Active subscriptions should be cancelled first when possible.
- Employees lose access to businesses you own.
- Billing and legal records may be retained as required.

1 **Request account deletion**

Important: Cancel your paid subscription first (Guide 13). Digma menu reviews your request and contacts you before removing the account. Your businesses and menus are then removed. You can cancel the request before that.

Done! Your account is set up the way you like. **Next step:** Guide 13, Free trial, Pro and billing.