

# About Account Operation Guide Product Documentation





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## Contents

#### **Operation Guide**

Manage Basic Information

Modifying Mobile Number

Modifying Email Addresses

Modifying Account Password

Resetting Your Login Password

# Operation Guide Manage Basic Information

Last updated : 2024-08-05 11:56:28

# Overview

This document shows you how to view and modify your Tencent Cloud account basic information.

# **Prerequisites**

Signing Up done.

### Directions

#### **Viewing Basic Information**

- 1. Go to Tencent Cloud official website.
- 2. Click Log In at the top right corner, and log in to your account following the page prompts.
- 3. Select the head icon

at the top right corner and click **My Account.** Then you will enter the **Account Information** page.

Stencent Cloud	Overview Products • +		Ticket • Billing Center • English • 🜔 • Complete
Account Center	Account Information		
Account Information	Basic Information		
🖶 Security Settings	Account Email	Verification Status Not verified Submit for verificati	n
Project Management	Account Name	Industry	. #
🖽 Identity	Account ID	Contact Number	
Verification	APPID	Contact Email	
C Message Subscription ⊠	Registered On		
	Modify		
	Full Name	State	
	Company Name	City	
	Region	Address	
		Postal Code	
⊒	Team Management	Quick Access to CAM Data Information	n Modify

4. On this page, you can view the following information:

Account Email: The email address that logs in to this Tencent Cloud account (also called login email).

Account Name: The username displayed on the Tencent Cloud console and official website.

Account ID: Your unique account identifier on Tencent Cloud (also called account UIN).

APPID: The APPID of your Tencent Cloud account. It is uniquely associated with your account ID and is used by some Tencent Cloud products.

Registered Time: The detailed time when you registered this Tencent Cloud account.

Verification Status: The real-name authentication status of your Tencent Cloud account.

Industry: The industry affiliation of your Tencent Cloud account.

Contact Number: The phone number used to receive subscription messages (including notifications about overdue payments, resource expiration, and events) and non-verification messages.

Contact Email: The email address used to receive subscription messages (including notifications about overdue payments, resource expiration, and events) and non-verification messages.

#### **Modifying Basic Information**

#### Modify Account Name

1. Find Account Name and click the edit icon

under **Basic Information** on the **Account Information** page.

2. Enter the new account name and click **Save** to complete the modification.

#### Modifying Industry

Set your industry affiliation. We will provide you with more professional services to support your business development.

1. Find Industry and click the edit icon

under **Basic Information** on the **Account Information** page.

2. Select your industry affiliation and click **Save** to complete the modification.

#### **Modifying Contact Address**

1. Find the contact address information and click **Modify** under **Basic Information** on the **Account Information** page.

Tencent Cloud	Overview Products • +	Tic	cket 🔻	Billing Center 🔻	English 🔻	•	Complete reg
Account Center	Account Information						
Account	Basic Information						
Recurity Settings	Account Email	Verification Status Not verified Submit for verification					
Project Management	Account Name	Industry		i			
🖽 Identity	Account ID	Contact Number					
Verification	APPID	Contact Email					
G Message Subscription ⊠	Registered On						
	Modify						
	Full Name	State					
	Company Name	City					
	Region	Address					
		Postal Code					
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	Team Management	Quick Access to CAM Data Information Mo	odity				

2. Fill in the new address information in the pop-up window and click **OK** to complete the modification.



Acce	ount Information				
	Basic Information	Update Information		×	
	Account Email	Full Name *			
	Account Name	Company Name *			
	Account ID	Region *	Hong Kong, China 🔹		
	APPID	State *			
	Registered On	City *			
	Modify	Registered Address *			
	Full Name				
	Company Name	Postal Code *			
	Region		OK Cancel		

# Modifying Mobile Number

Last updated : 2024-08-05 11:34:56

# **Operation Scenarios**

This document guides you in modifying the contact and security mobile numbers for your Tencent Cloud account.

# Prerequisites

Before starting, it's important to understand the following concepts:

**Contact mobile:** The mobile number that receives subscription messages from Tencent Cloud, including notifications about overdue payments, resource expiration, and activities, excluding verification messages.

Security mobile: A verification method for account protection, used to verify the user's identity.

#### Note:

To protect your account and avoid potential losses caused by missed messages, we recommend you keep your verification email/mobile number consistent with your contact email/mobile number.

## Directions

# Modifying Your Contact Mobile Number

1. Log in to the Tencent Cloud console, go to the account information page, and click the edit icon next to your contact number.

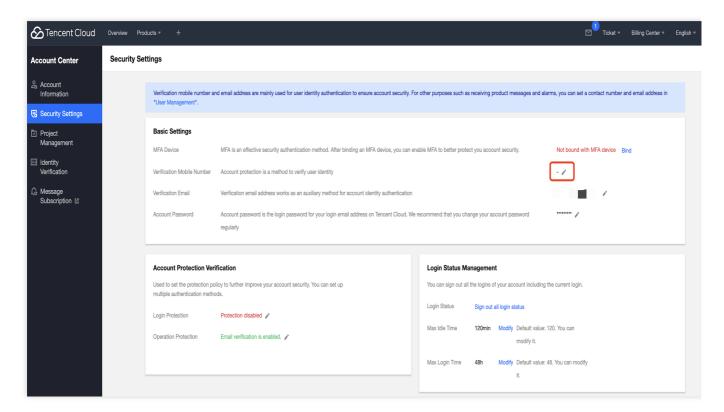
Tencent Cloud	Overview Products -	CDN +		
Account Center	Account Informati	ion		
Account	Basic Informat	tion		
🐻 Security Settings	Account Email	1	Verification Status	Verified View/Change Verification
Project Management	Account Name	/	Industry	/
Identity	Account ID		Contact Number	
Verification	APPID	1000	Contact Email	
ழ் Message Subscription ம	Registered On			
	Modify			
	Full Name	-	City	
	Region		Address	
	State		Postal Code	

2. In the popup window, enter the new contact mobile number and click **Send Verification Code**. Then, fill in the received verification code for the new contact mobile number and click **OK** to finish the modification.

Encent Cloud	Overview Products - CD	H NN +		
	Account Information			
	Basic Information			
			Industry	
		Modify Contact Num	ber	×
		New Contact Number *	• •	
	Modify	SMS verification code *	Enter the 6-digit verification code Send Verification Code	
			OK Cancel	
			Postal Code 4	

# Modifying Your Security Mobile Number

1. Log in to the Tencent Cloud console, go to the security settings page, and click the edit icon next to Verification Mobile Number.



2. Complete the authentication as prompted on the page.

Content Cloud	Overview Products • + 🗹 Ticket • Billing Center • English •
Account Center	Security Settings
Account Information	
😽 Security Settings	
<ul> <li>Project Management</li> <li>Identity</li> </ul>	Basic Settings         MFA Device       Identity Verification       Alternative Verification Method       X       Ict you account       Not bound with MFA device         Bind
Verification	Verification Mobile Num O For the security of your account, please complete the identity verification before conducting sensitive operations. Verification Email
	Account Password Verification Method Email Verification Ange your account Ange your
	Verification Code 6-digit Verification Code Send Verification Code
	Account Protection Used to set the protection security. You can set up
	Login Protection disabled 🌶 Login Status Sign out all login status
	Operation Protection Email verification is enabled. 🎓 Max Idle Time 120min Modify Default value: 120. You can modify it.

### 🔗 Tencent Cloud

3. After authentication is successful, enter the new security mobile number and click **Send Verification Code**. Then, enter the received verification code for the new security mobile and click **OK** to finish the modification.

🔗 Tencent Cloud	Overview Prod	lucts v +							🗹 Ticke	t 👻 Billing Center 🔻	English <del>+</del>
	Security Set	tings									
		Basic Settings									
			Verification email add	dress works as an auxiliary n	nethod for account identity authenticatio	'n					
			Account password	Change Verification I	Mobile Number		Х	ount password			
			regularly	New Mobile *	+86  The Enter mobile number of the second s						
		Account Protection Veri	fication	SMS verification code *	Enter the 6-digit verification code	Send Verification Code					
								your account including the			
			ds.		OK Cancel			login status			
			Protection disable			Max Idle Time	120min	Modify Default value: 120			

# Modifying Email Addresses

Last updated : 2025-04-15 09:44:56

# Overview

This document shows you how to modify the email address bound to your account.

# Prerequisites

Before modifying the email address, understand the following concepts:

**Contact email**: The email address that receives subscription messages (including notifications about overdue payments, resource expiration, and events) and non-verification messages.

Verification email: The email address used for identity verification.

**Login email**: Used for logging into your Tencent Cloud account, typically the email address used during the registration of your Tencent Cloud account.

#### Note:

To protect your account and avoid potential losses caused by missed messages, we recommend you keep your verification email/mobile number consistent with your contact email/mobile number.

## Directions

#### **Modifying Your Contact Email**

1. Log in to the Tencent Cloud console, go to the Account Information page, and click the edit icon next to your contact email address.

2. You will be directed to the **User Detail** page. Click the edit icon next to your contact email address. In the pop-up window, enter the new email address you want to bind, and click **OK**.

After the modification, verify the new email address as soon as possible so that it can start receiving messages from Tencent Cloud.

#### **Modifying Your Verification Email**

1. Log in to the Tencent Cloud console and go to the Security Settings page. Click the edit icon next to your verification email and verify your identity in the pop-up window.

2. Enter the new email address you want to use and click **Send Verification Code**. Enter the code you receive in your inbox and click **OK**.

#### Modifying Your Login Email

1. Log in to the Tencent Cloud console, go to the Account Information page, and click the edit icon next to your account email and verify your identity in the pop-up window.

2. Enter the new email address you want to use and click **Send Verification Code**. Enter the code you receive in your inbox and click **OK**.

# Modifying Account Password

Last updated : 2023-12-26 16:10:19

# Introduction

This document describes how to change your login password after logging in to Tencent Cloud.

#### Note:

This is the password used to **log in to your Tencent Cloud account together with your email address**. If you did not sign up with an email address and have yet to bind your Tencent Cloud account to an email address, you will not be able to change the account password.

The account password is the most important credential used to protect your account security. Please keep it private and change it regularly.

We recommend changing the password at least once every 90 days.

The new password must be different from the last three passwords.

The password must contain 8–20 letters, digits, and symbols (such as ".", "/", and "\_", but not spaces).

## Prerequisites

1. You have logged in to Tencent Cloud.

2. You signed up for your Tencent Cloud account with an email address or have bound your account to an email address.

## Directions

If your account has been bound to an email address, you can change the password with the following steps:

#### Step 1. Log in to the console

Log in to the Tencent Cloud Console and click account name > Security Settings in the top-right corner.

#### Step 2. Change the password

Enter the security settings page, go to **Basic Settings** > **Account Password**, and click the edit icon to change the password.

#### Step 3. Verify your identity as prompted

Verify your identity as prompted in the pop-up identity verification window. If the current identity verification method does not work for you, click **Use alternate verification**.

#### Step 4. Enter the new and old passwords

Click **Proceed to Change Password** in the pop-up window. Enter the old password, and enter the new password twice. Click **OK**.

#### Step 5. Complete the change

After changing your password, please remember to use the new password when you next log in to Tencent Cloud.

# **Resetting Your Login Password**

Last updated : 2024-03-22 10:56:58

## Directions

#### Step 1. Go to the "Forgot password" page

- 1. Go to the Tencent Cloud website and click Log In in the top right corner.
- 2. On the login page, click Forgot password.

Email address		
Password		
	Sign In	

#### Step 2. Enter your email address

Enter your account email and click Next.

Forgot password	
Please enter your login account for a password reset	
Email address	
Next	

#### Step 3. Check your inbox

We will send a password reset email to your inbox. Click **Reset Password** or copy the link in the email and paste it in a browser. The link address to reset your password remains valid for 48 hours.

#### Step 4. Set a new password

On the password resetting page, enter a new password and confirm it. Click **Submit**.

#### Step 5. Verify your identity

In the pop-up window, verify your identity as required to complete the resetting process.