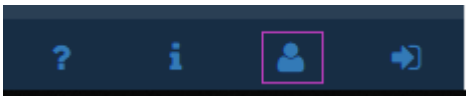
User profile

The **User profile** allows users to edit details relating to their own account and change their passwords.

Select the **Profile** icon in the bottom left hand corner of the administration interface to access your **User profile**. There are two sections, **edit profile** and **change password**.



> **Note**
>
> All users are able to manage their own user profile.

Edit profile

Contains the account details for the user:

- **Username (required)** - name used to login to the administration interface.
- **First name (required)** - first name of the user.
- **Last name (required)** - last name of the user.
- **Email (required)** - fully qualified email address of the user. **This address will be used to send password reset and other system notifications.**
- **Time zone** - local timezone for all time and dates to be displayed in on the administration interface.
- **Two factor login status (required)** - toggle to **enable** or **disable** 2FA for the current user. Toggling from disabled to enabled will prompt the user to setup 2FA using Google Authenticator by following the steps displayed on screen.
- **Enabled** - prompts the user on login to enter the authenticator code associated with this account, otherwise login will fail.
- **Disabled** - 2FA is disabled and not required on login.

> **Important**
>
> If the instance has Force two factor login enabled, the user will not be able to disable 2FA.

Admin API client certificate

- **Download** - allows the download of the client certificate for the user, to be used in Admin API requests. The downloaded zip file contains a `metadata.txt` file with the following information:
  - `P12-Filename` - The filename of the P12 file. Example: cert-b1cdf956-a4f4-4ce4-ade6-cd84d68e59f2.p12
  - `P12-Password` - The generated secure random password of the P12 file. Length: 16 characters
  - `Created-Date` - The date and time in UTC which the P12 file was generated. Format: `yyyy-MM-dd'T'HH:mm:ss` Example: 2023-12-12T10:01:15
  - `Expiry-Date` - The date and time in UTC which the client certificate file will be expired. The client certificate file will be invalid after the expiry date, please re-download a new one before the expiry date. Format: `yyyy-MM-dd'T'HH:mm:ss` Example: 2025-12-12T10:01:15

    > **Client certificate expiry**
    >
    > Downloaded client certificates have a **2 year expiry** from date of download for security reasons. Ensure that all certificates are renewed before this expiry date, **otherwise API requests will be rejected due to an expired certificate error**.

  For more information on this functionality, see the API document overview.
- **Revoke** - revokes the current client certificate if the security has been compromised and re-issues a certificate with new ID.

> **Warning**
>
> **Revoking** a client certificate will invalidate all instances of the certificate, and you will not be able to initiate API requests until the replacement certificate is downloaded.

Master Auth API client certificate

ActiveServer uses X.509 authentication to authorise users using the auth API, described here. If the user is a PSP that connects to **ActiveServer** on behalf of merchants, they may wish to avoid storing multiple client certificates for all merchants users. The **Master Auth API client certificate** can be used in combination with a Merchant token to authenticate a **Business Admin user** on behalf of a merchant. For information on using the master certificate with the merchant token, refer here.

Important

Only a **Business admin** can manage this certificate. As it can be used to authenticate on behalf of all merchants, special care should be taken in order to protect its security.

Attention

Deleting a user with a Master Auth API client certificate, will invalidate the certificate linked to that user. You must apply a new certificate before deleting the user, or all the transactions will fail.

- **Download** - allows the download of the client certificate for the user, to be used for Authentication API requests for all merchants. The downloaded zip file contains a `metadata.txt` file with the following information:
  - `P12-Filename` - The filename of the P12 file. Example: cert-ba-b1cdf956-a4f4-4ce4-ade6-cd84d68e59f2.p12
  - `P12-Password` - The generated secure random password of the P12 file. Length: 16 characters
  - `Created-Date` - The date and time in UTC which the P12 file was generated. Format: `yyyy-MM-dd'T'HH:mm:ss` Example: 2023-12-12T10:01:15
  - `Expiry-Date` - The date and time in UTC which the client certificate file will be expired. The client certificate file will be invalid after the expiry date, please re-download a new one before the expiry date. Format: `yyyy-MM-dd'T'HH:mm:ss` Example: 2025-12-12T10:01:15

> **Client certificate expiry**
>
> Downloaded client certificates have a **2 year expiry** from date of download for security reasons. Ensure that all certificates are renewed before this expiry date, **otherwise API requests will be rejected due to an expired certificate error**.

For more information on this functionality, see the API document overview.

- **Revoke** - revokes the current client certificate if the security has been compromised and re-issues a certificate with new ID.

> **Warning**
>
> **Revoking** a client certificate will invalidate all instances of the certificate, and you will not be able to initiate API requests until the replacement certificate is downloaded.

CA certificates

- **Download** - allows the download of the servers CA certificates, to be used in Admin API requests. For more information on this functionality, see the API document overview.

> **Tip**
>
> **Admin API client certificate** and **CA certificate** management is only available once the instance has been activated.

> **Version 1.0.3**
>
> Certificate download was added in the version 1.0.3 release.

Change password

Allows the user to change their password by filling in the following fields:

- **Current password (required)** - current password for the user, must be correct or password change will fail.

- **New password (required)** - new password for the user, must conform to the Password history check rules.
    - ***Requirements*** *- Between 8 and 100 characters, must contain at least one letter and one number*.
- **Confirm new password** - new password for the user, must match **New password** field.