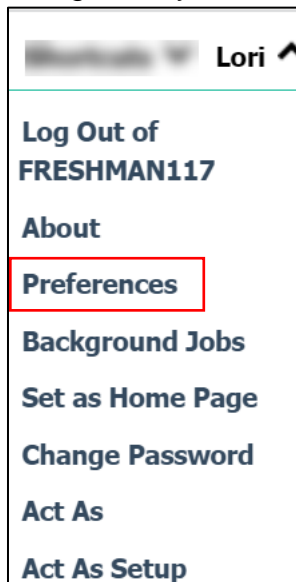# Managing Preferences

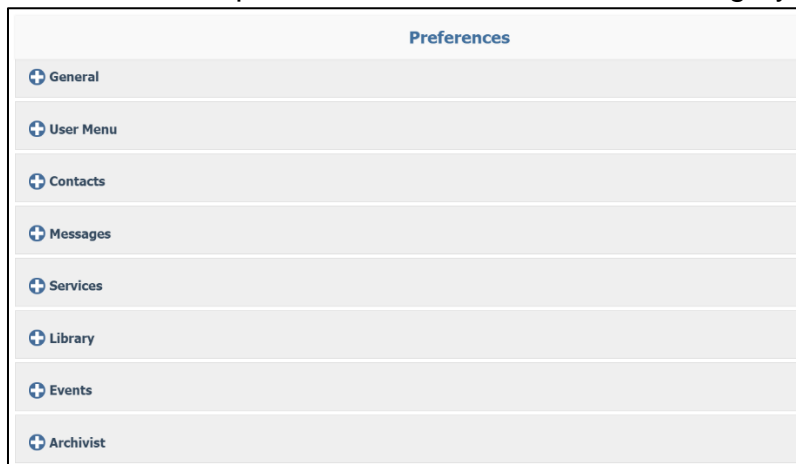**Market:** Federal/State/Local, House, Senate

Description: These instructions teach users how to access and set their account preferences in IQ.

Setting IQ Default Preferences

1. Navigate to your user name and select **Preferences**.

2. Click to expand and view the details of a category.

3. Select the fields associated with your preferred settings for each category.

Note: Default preferences are normally set up by Office IQ Consultants. Please contact your office IQ Consultant to discuss these configurations.