HOW TO CHANGE YOUR EMAIL


2. Click Login in the top right corner.

3. Enter your email address and password, then click Login.

4. Click Change Email located on the right-hand side of your profile.
5. Enter in your new email in both sections; click **Submit**.

   *Email address serves as your login. If you change your email address, a verification email will be sent to the new email address. After you verify your new email address, you will log in using your new email address.*

![Change Email](image)

6. A confirmation email will be sent to the new email address.

![Change Email](image)
7. Open the email sent from registry@pakeys.org; The subject will be Subject: Insight Email Change Verification; Then click on the Verify Email box.

8. Enter in your updated email and same password to login, then click Login.