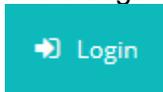


HOW TO CHANGE YOUR EMAIL

1. Go to www.pakeys.org.
2. Click the green PD Registry box on the home page.



3. Click 'Login' in the top right corner.



4. Enter your email address and password, then click 'Login'.

Email address

Password

Remember me

Login

[Forgot Password?](#) [Create Account](#)

5. Click 'Change Email' located on the right-hand side of your profile.

Registry ID 1234567

Name
Address
City, State Zip
Phone

[janedoe@testmail.com](#)

[Change Email](#)



6. 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

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.

Current Email Address

janedoe@testmail.com

New Email Address

Retype New Email Address

Submit

Cancel

7. Go to your email and click on the Verify Email box.

Change Email

Return

✔ Confirmation Email Sent

A confirmation email has been sent to the new email address. Your account will use your current email address until the new one is confirmed.

8. Open the email sent from registry@pakeys.org;
The subject will be 'Subject: Insight Email Change Verification';
Then click on the 'Verify Email' box.

Insight Email Change Verification

An Email change has been requested for the following user.

Jane Doe

janedoe@testmail.com

Please click the "Verify Email" button below to verify your new email.

Verify Email



How to change your email (updated November 2018)

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

Email address

Password

Remember me

[➔ Login](#)

[Forgot Password?](#)

[👤 Create Account](#)