HOW TO CHANGE YOUR EMAIL


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’.

5. Click ‘Change Email’ located on the right-hand side of your profile.
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**

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**

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