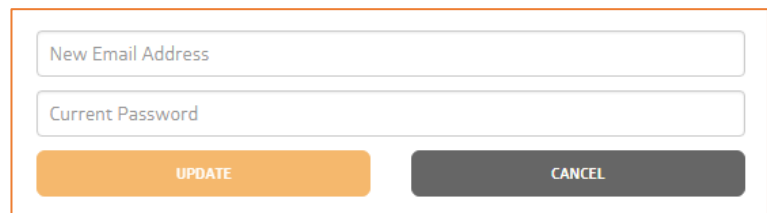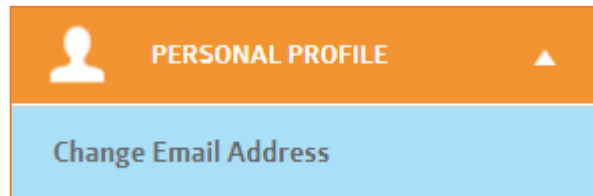# QUICK GUIDE

How to change your email address

Your email address also acts as your ELMS username when logging in. If you work for an organisation where they provide you with an email, ELMS suggest you use this email as your ELMS username. You will need to be able to verify the email to prove that you have access to the account. Use the following steps below to change your email address and username;

|	
Once you have logged into the application, open the **'Personal Profile'** section from the main menu on the left hand side of the dashboard. Click the **'Change Email Address'** heading.	**PERSONAL PROFILE** Change Email Address
Enter the new email address that you want your account to be associated with. Enter your current password to confirm you are the account holder and click 'UPDATE'.	New Email Address Current Password UPDATE CANCEL
Next you will need to verify the new email account by clicking a link in the automated email that is sent. Clicking the link in the email button will validate your email address and you can now log into the application with your new credentials. *If you do not receive the email: check your Junk/Spam folder.* *Made an error? Use the 'RESUBMIT' button.*	**Email Verification** Please confirm your email address by clicking **here**

System Support

For more support and information regarding the ELMS application, please see the 'HELP' drop down in the left-hand menu once you log in.

Here you will find external links to:
- FAQs
- Video Tutorials
- User Guides
- Contact

HELP
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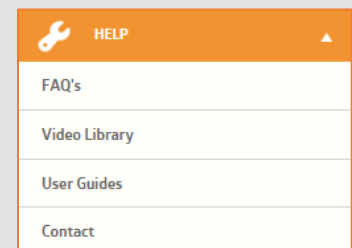
For any further assistance please contact your Organisation's ELMS Company Administrator.

Alternatively, you can speak with one of our support team by using the 'Contact' link under the help banner or by calling: 0330 100 5321
(Lines open: Monday to Friday 09.00 and 17.00 UK time; Excluding Bank Holidays)

ELMS ® PREVENTING TOMORROW'S RISKS