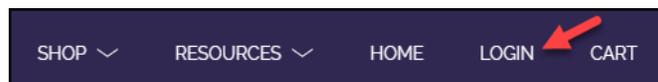
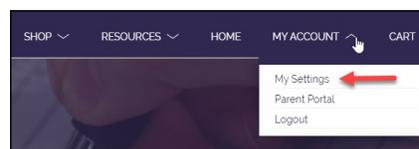


How to Update the Customer's Email

Update the email on file in the web store account

Login to Existing Web Store Account

- ◆ Log into your account using the email address which was used to create the account during registration.
- ◆ If you need to reset the password, click Reset Password. Check your email account's Spam or Junk file if you do not receive a link, or contact your school representative. They will work with our Support Team to ensure you receive a link from the web store.
- ◆ Once you are logged in, select **My Account** from the top navigation bar.

A white login form with a dark blue header that says 'Log in to the Web Store now for quick checkout'. It has an 'Email' field with 'muriel.lopez@notemail.com', a 'Password' field with dots, a 'Forgot password?' link highlighted with a yellow box, and a 'LOG IN' button. At the bottom is a 'CREATE NEW ACCOUNT' button.

Change the Email On File

A dark blue header with 'ACCOUNT' and a profile icon. Below is a white box containing address information: '123 Maple Avenue, Bloomington, MN 55496, United States, alopez@fauxemail.com'. There is an 'Edit' button highlighted with a yellow box, a 'Change Password' link, and a 'LOGOUT' button.

- ◆ Click on **Edit**.

A white form titled 'Edit account'. It has fields for 'First Name', 'Last Name', 'Address', 'City', 'State', 'Country', and 'Phone'. The 'Email' field is highlighted with a yellow box and contains 'alopez@fauxemail.com'. At the bottom are 'CANCEL' and 'UPDATE' buttons.

- ◆ Enter the new email address in the **Email** field.
- ◆ Select **Update**.
- ◆ Logout once finished.