

Changing Your Email Address in SmartHub (Web)

Step 1.

Log into your existing SmartHub Account



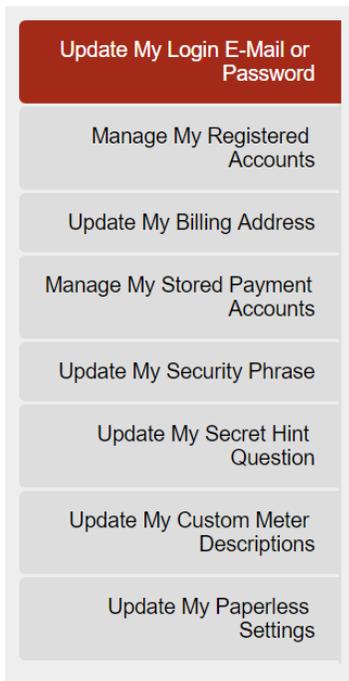
Step 2.

From the homescreen select the My Profile Tab



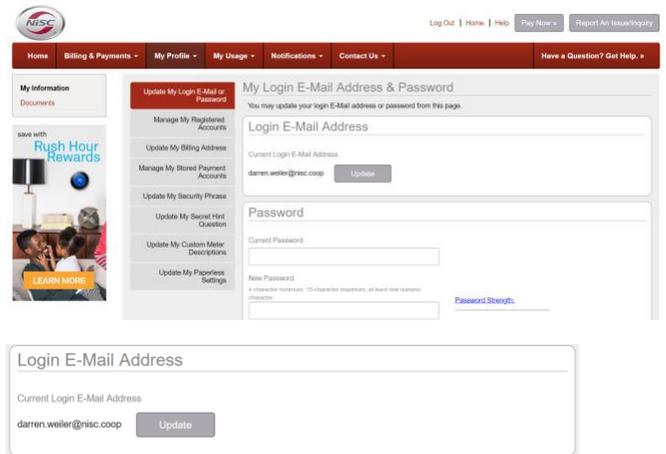
Step 3.

Select Update My Log-in Email and Password



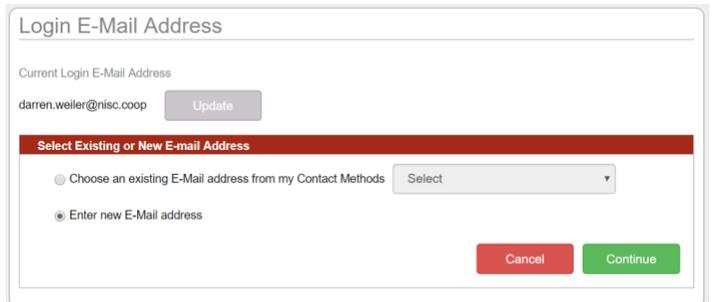
Step 4.

Next to your current email address, select update.



Step 5.

Upon clicking update a new portlet will appear. You will be given two choices to either select an email address on file, or enter a new password.



Step 6.

Enter new email to be used for the account.



*Note emails must match and be verified with a green checkmark before the change is completed.

Click Continue.

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Continue

Step 7.

You will be asked to agree to the terms and conditions.

Accept the terms and conditions

Terms and Conditions

Email Terms & Conditions

I agree to receive periodic e-mail and/or electronic messages from Regional Workshop at the e-mail address(es) identified above. I understand that e-mail and/or electronic messages may relay information about my account, and that I can opt-out of receiving notifications at any time. I further understand that I am not required to provide consent as a condition of purchasing any property, goods or services. Regional Workshop does not guarantee delivery of notifications and no warranty is provided for undelivered notifications. I agree to notify Regional Workshop immediately in the event that I voluntarily or involuntarily relinquish any e-mail and/or electronic contact identified above. As result of using this service, message and data rates may apply, and I am responsible for paying these fees.

Confirm Login E-Mail Address

Step 8.

You will be sent a verification code to the email account you entered for change.

Enter your verification along with your account password and select Save Email.

Confirm Login E-Mail Address

Please enter the verification code and your current password.

E-Mail Verification Code: A Verification Code has been sent to your E-Mail address.

Password:

E-Mail Address: testemail@nisc.coop

Congratulations!! You have now updated your email address on your SmartHub account!