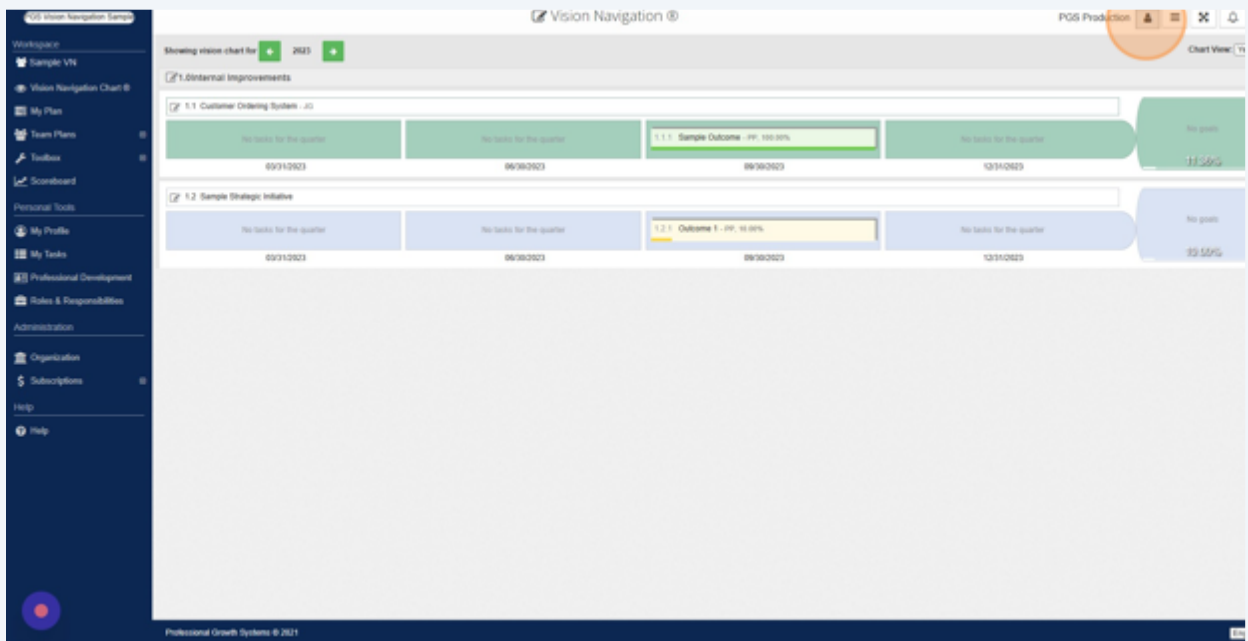


How to Change your Email Address on Professional Growth Systems Website

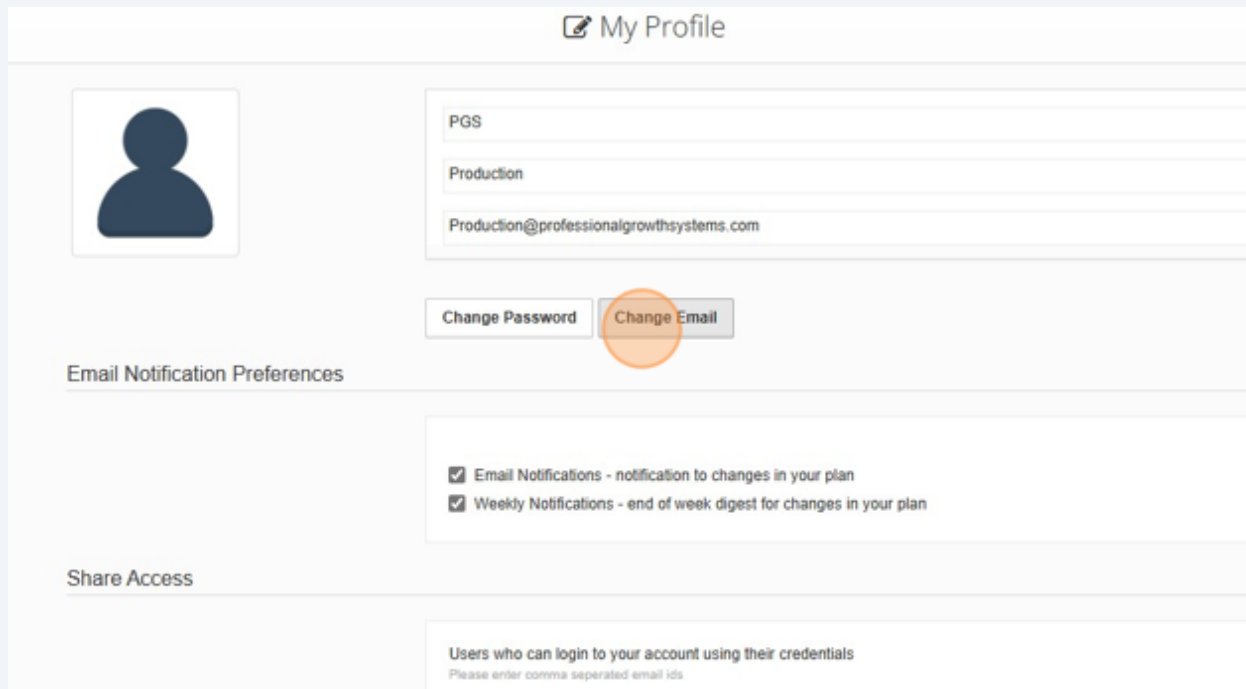
If you need to update your email address in our VN Portal, use the following steps as a guide.

1

From the home page you can click on the personal profile icon in the top right corner of your screen. Alternatively, you can click on the My Profile button in the left hand Menu Column under Personal Tools.

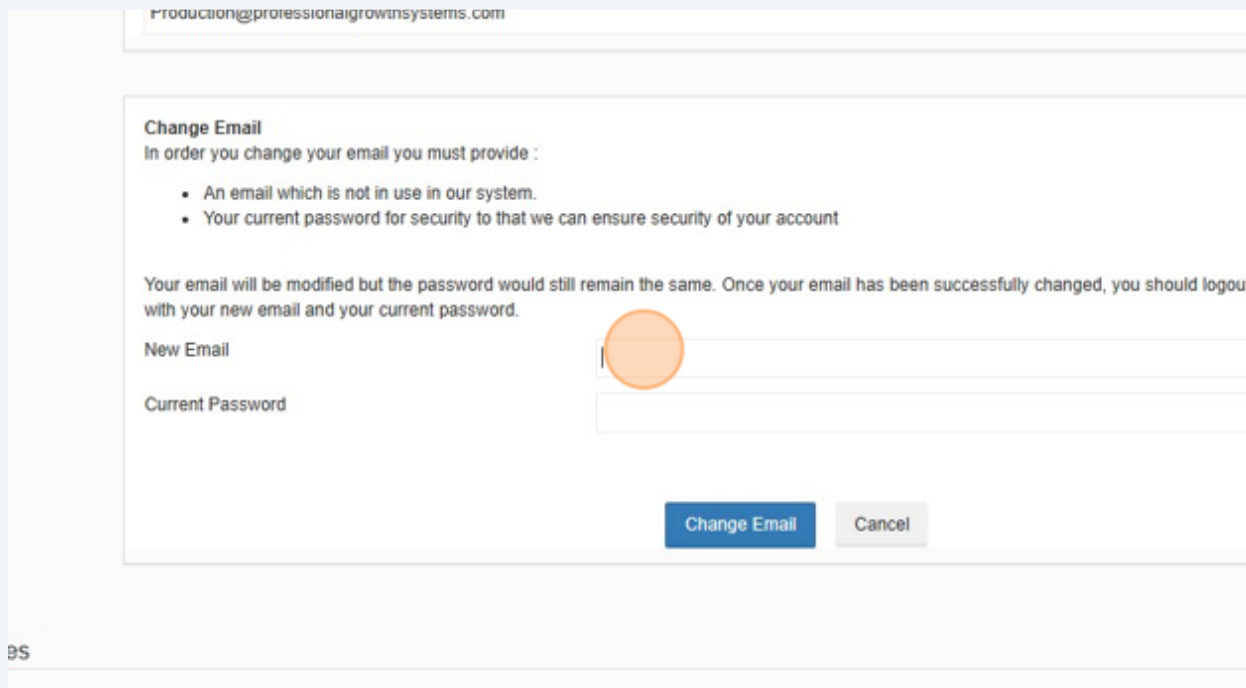


2 Once on your My Profile page, click the "Change Email" button.



The screenshot shows the 'My Profile' page with a user profile card on the left containing a silhouette icon. To the right, there are input fields for 'PGS', 'Production', and 'Production@professionalgrowthsystems.com'. Below these fields are two buttons: 'Change Password' and 'Change Email', with the latter highlighted by an orange circle. Further down, there are sections for 'Email Notification Preferences' with two checked checkboxes and a 'Share Access' section with a text input field.

3 Enter your New Email in the field below.



The screenshot shows a 'Change Email' form. At the top, there is a text input field containing 'Production@professionalgrowthsystems.com'. Below it, the form title 'Change Email' is followed by instructions: 'In order you change your email you must provide :'. A bulleted list specifies requirements: 'An email which is not in use in our system.' and 'Your current password for security to that we can ensure security of your account'. A paragraph explains: 'Your email will be modified but the password would still remain the same. Once your email has been successfully changed, you should logou with your new email and your current password.' Below this are two input fields: 'New Email' and 'Current Password', with the 'New Email' field highlighted by an orange circle. At the bottom right, there are 'Change Email' and 'Cancel' buttons.

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4

For verification purposes enter your current password. Then click the "Change Email" button below. Your email will be successfully updated.

Change Email
In order you change your email you must provide :

- An email which is not in use in our system.
- Your current password for security to that we can ensure security of your account

Your email will be modified but the password would still remain the same. Once your email has been successfully changed, you should log with your new email and your current password.

New Email

Current Password

ICES

Email Notifications - notified to changes to your data