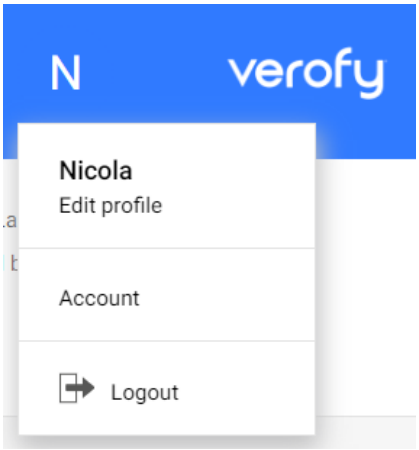
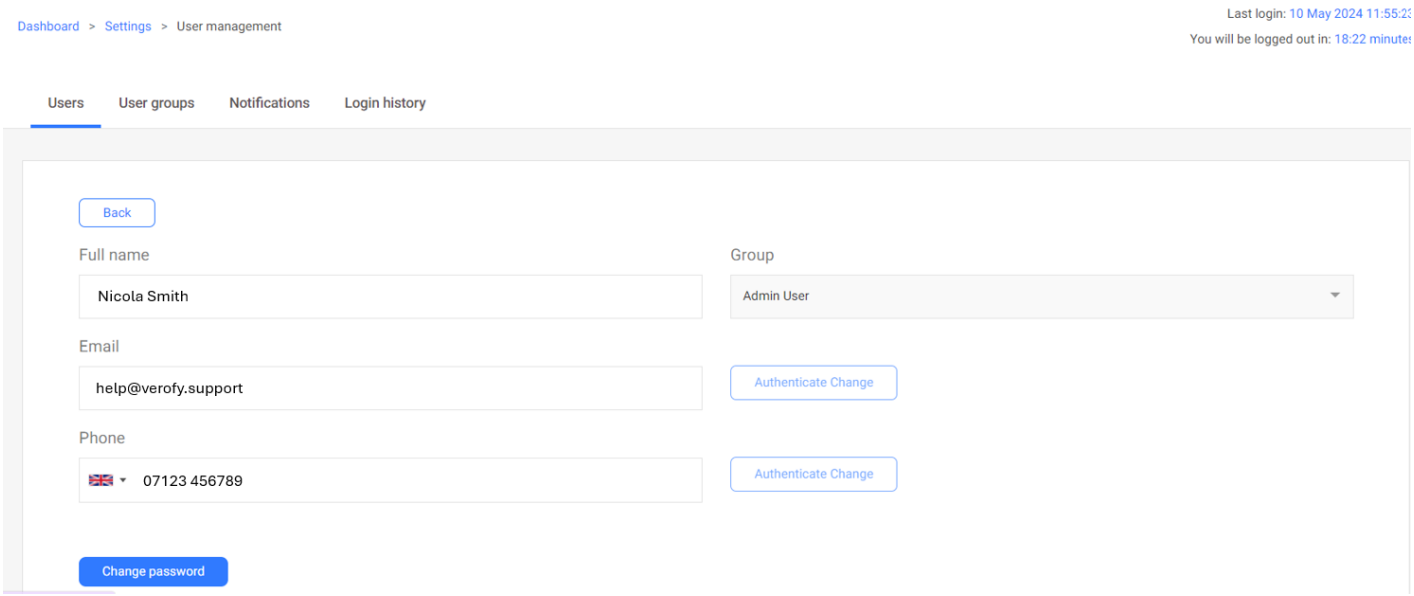
Updating email address

Start off by logging into Verofy® Cloud. If you need help doing so, click **here**.

Head to the initial of your name at the top right of your screen in Verofy® Cloud, it's normally in a circle.

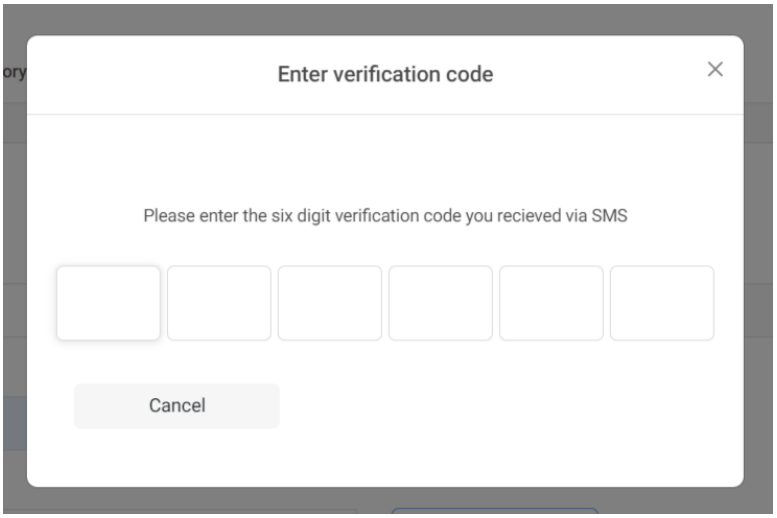


Click the **Edit profile** option, you'll be directed to the Users tab within the Settings area of Verofy® Cloud.

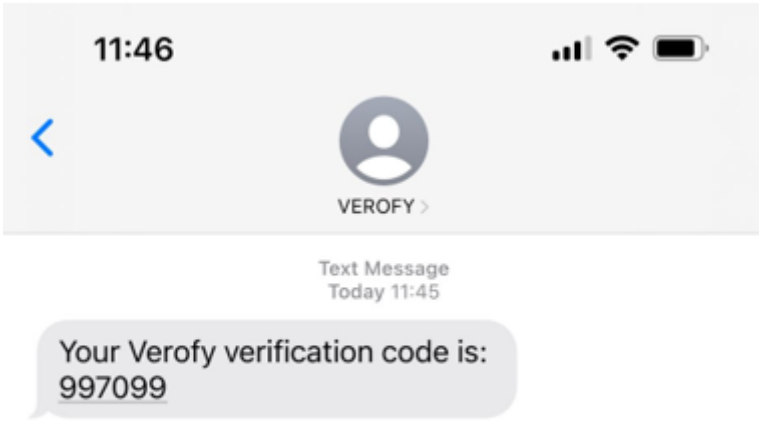


If you want to update your email address, you'll need to authenticate the change. Enter your new email address, and then press the **Authenticate Change** button.

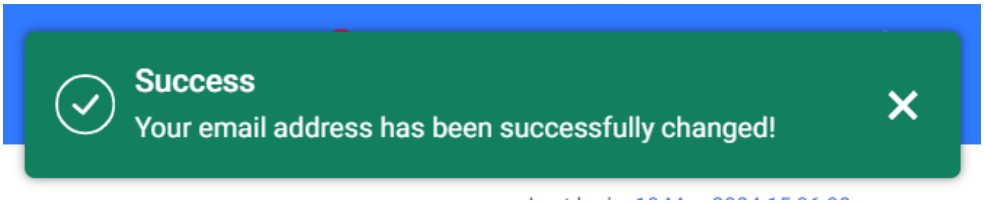
You'll be asked to enter the six digit verification code sent to your mobile numbervia SMS.



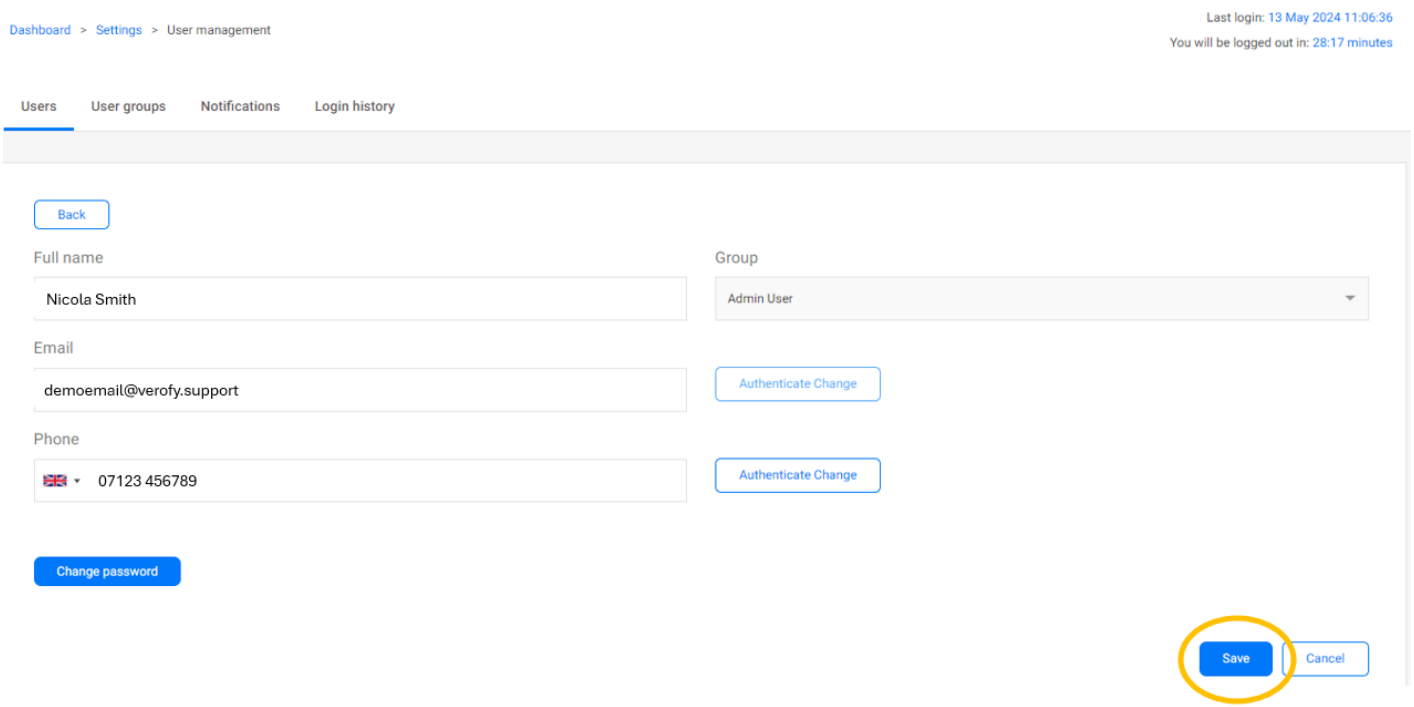
Here's what the SMS you receive will look like.



If the code is entered correctly, you'll see the success message at the top right of the screen.



To save the change of email address, make sure you press the Save button on the screen. Failure to do so may mean the new email address is not saved.



The email address is now successfully updated.

Revision #7
Created 10 May 2024 14:37:37 by Verofy® Support
Updated 3 November 2025 17:20:14 by Verofy® Support