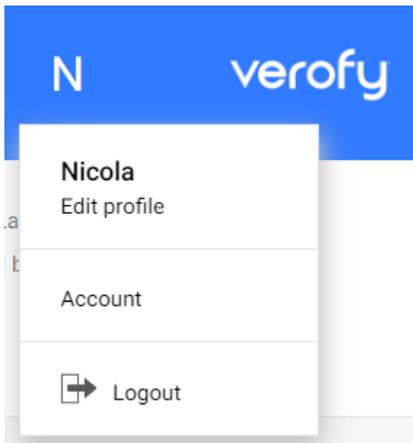


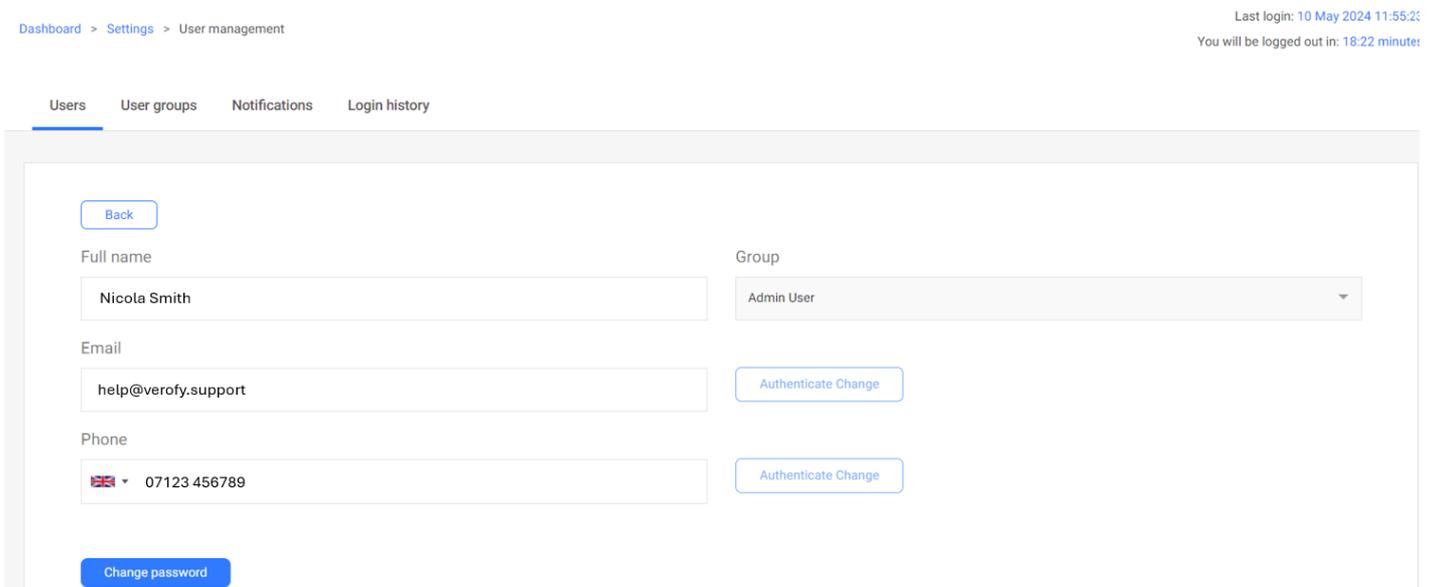
Updating email address

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.

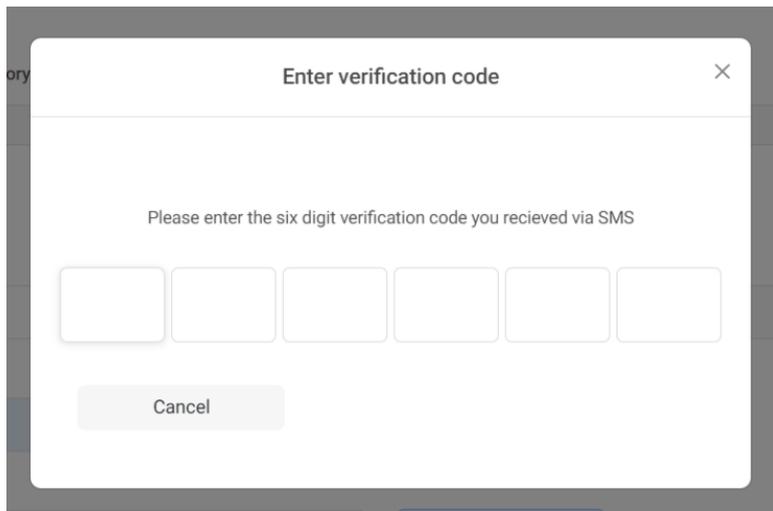


Click the **Edit profile** option, you'll be directed to the Users tab within the Settings area of Verofy® Cloud.



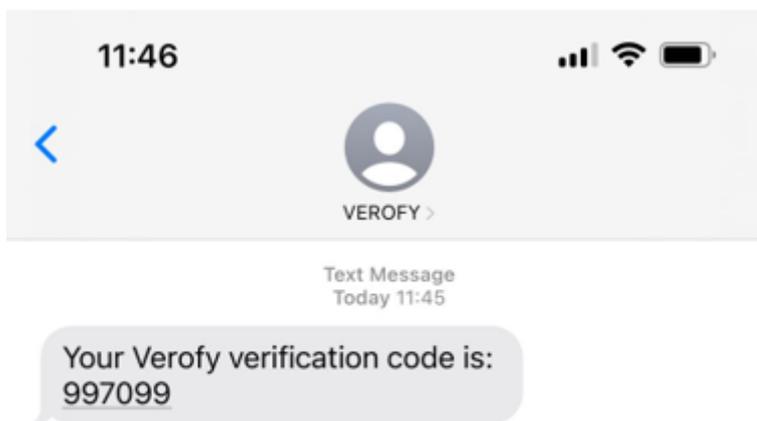
If you want to update your email address, you'll need to authenticate the change. Enter your new email address, and then press the **Authenticate Change** button.

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

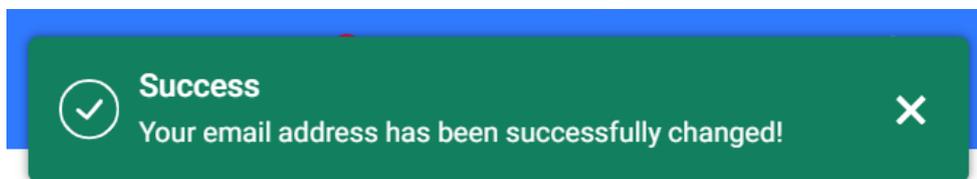


A screenshot of a mobile application dialog box titled "Enter verification code" with a close button (X) in the top right corner. The dialog contains the instruction "Please enter the six digit verification code you received via SMS" and a row of six empty input boxes for the code. A "Cancel" button is located at the bottom left of the dialog.

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.

[Back](#)

Full name
Nicola Smith

Group
Admin User

Email
demoemail@verofy.support [Authenticate Change](#)

Phone
🇬🇧 07123 456789 [Authenticate Change](#)

[Change password](#)

[Save](#) [Cancel](#)

The email address is now successfully updated.

Revision #6

Created 10 May 2024 14:37:37 by Verofy® Support

Updated 7 June 2024 14:21:03 by Verofy® Support