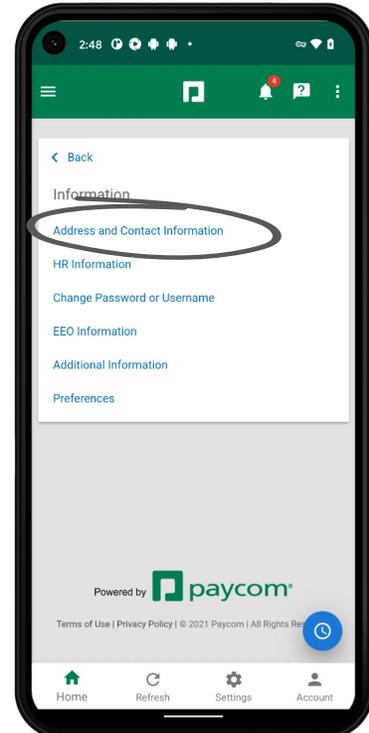# SHOW ME HOW

to Verify My Email Address
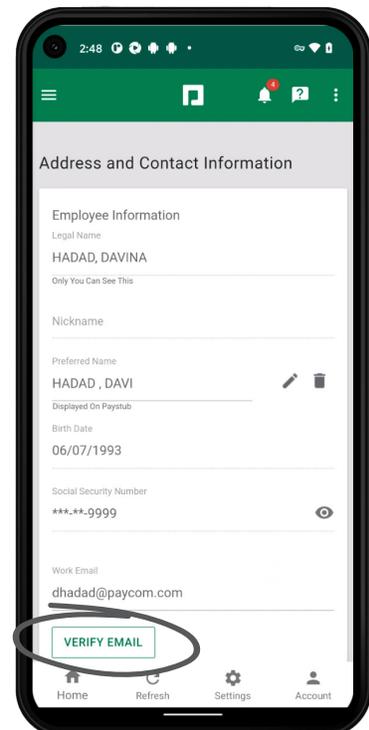### Information

STEP 1

Navigate to Information >
Address and Contact Information.

STEP 2

Enter your email address and tap
"Verify Email."

*To modify an existing email address,
enter your email, scroll down to the
bottom of the screen and tap "Update"
before tapping "Verify Email."*

EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.

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to Verify My Email Address
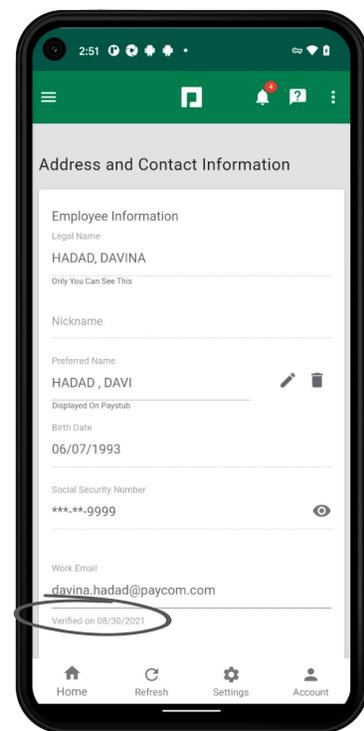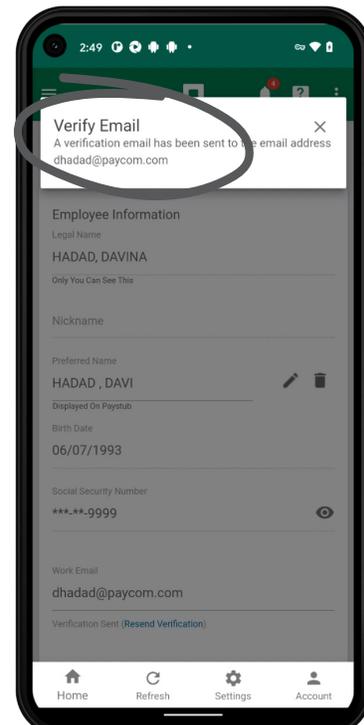### Information

⊘ **STEP 3**

A confirmation message displays. Check your email and follow the prompts to verify your email address.

Should you need to resend your verification, tap the "Resend Verification" link below the email address.

⊘ **STEP 4**

Once you verify your email address, the date of verification will display under the email address.

EMPLOYEES

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