

Update Email

| 1. Log In to Your Account

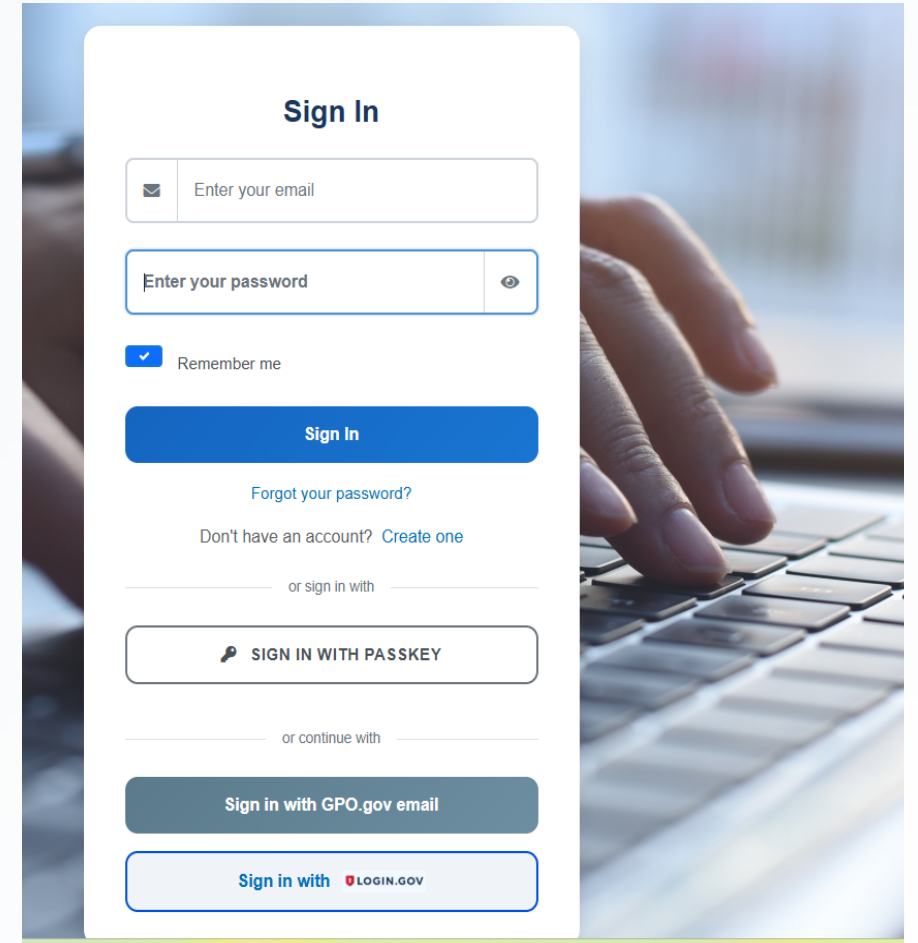
Secure Authentication

To begin updating your details, you must first authenticate your existing account credentials.

➔ Navigate to the GPO IMS homepage.

👤 Click the **Login** button.

✉ Enter your registered Email and Password.



Sign In

✉ Enter your email

Enter your password

☒ Remember me

Sign In

[Forgot your password?](#)

Don't have an account? [Create one](#)

or sign in with

🔑 **SIGN IN WITH PASKEY**

or continue with

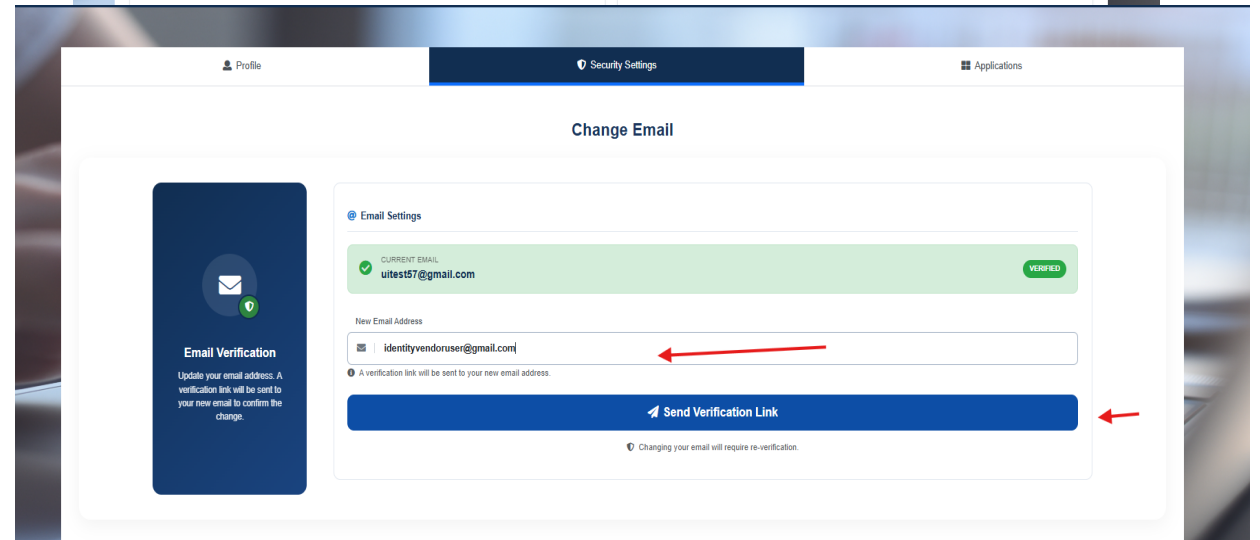
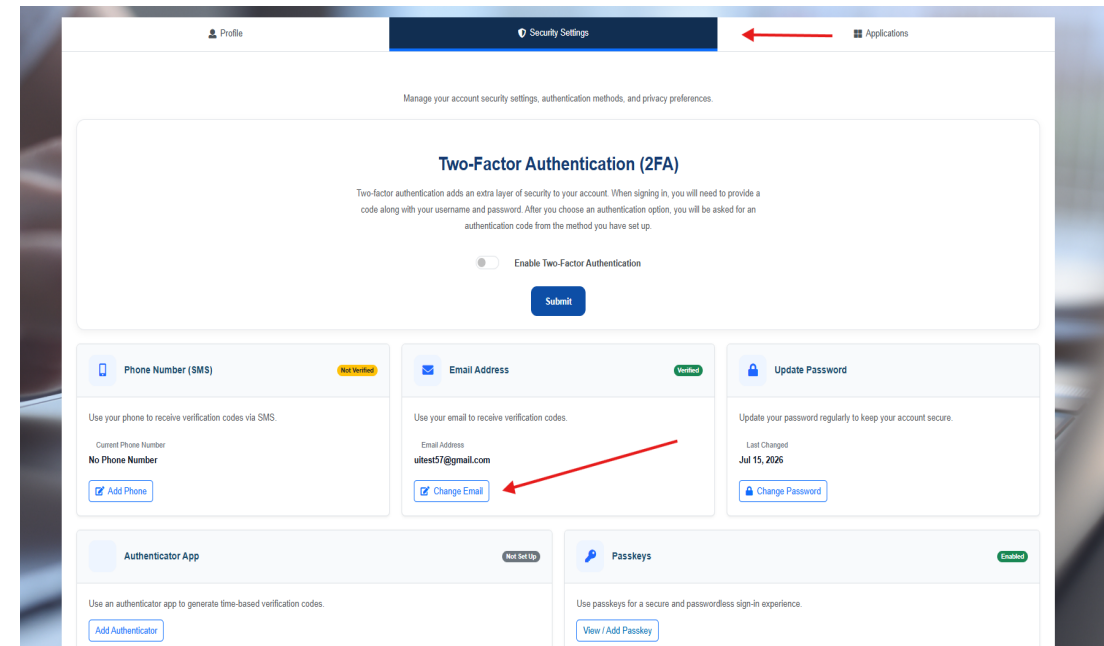
Sign in with GPO.gov email

Sign in with  **LOGIN.GOV**

2.Input Email Details

Enter the New Email

- Under Security Settings > Email Address , click on Change Email
- Enter the new Email Address and click on send verification link.



3. Request Verification Code

Verify Email

- Once your Email is entered, you will receive a verification code
- Enter the code into the Verification Code field. Do not share this code with anyone.
- Click the Submit button.



Confirm Email Notification

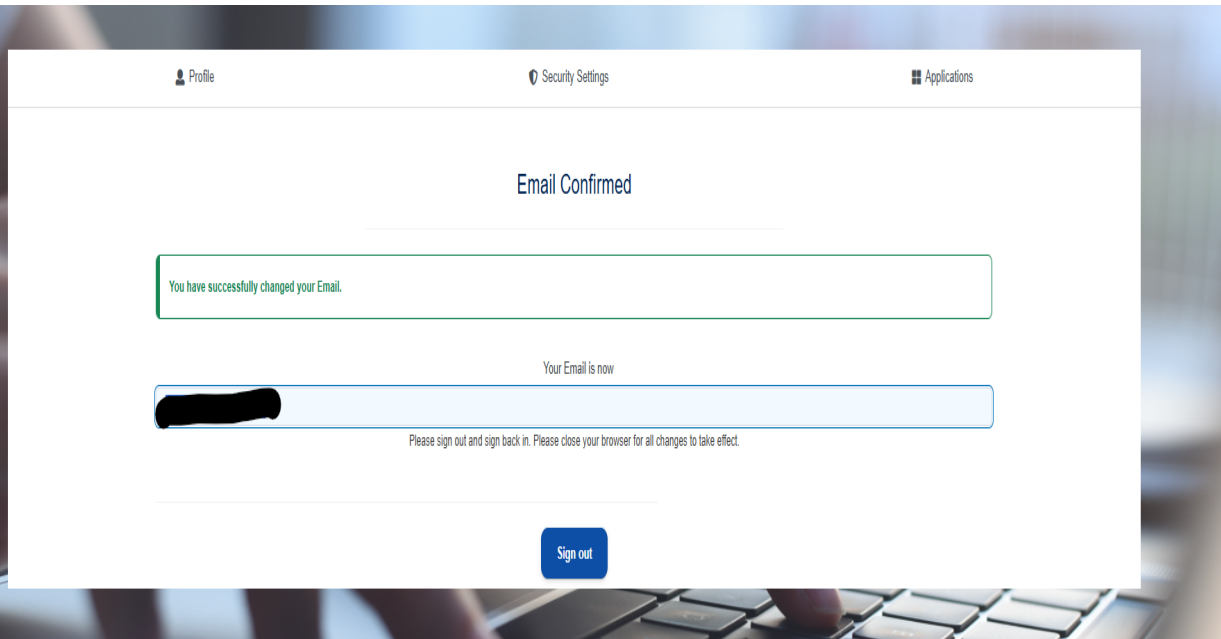
An email with a verification code was just sent to your new email address.

You have 24 hours to confirm this email address. Your verification code may take a few moments to arrive. Do not share this verification code with anyone.

verification code
verification code

Submit

4. Finalize Verification



Once the verification code is confirmed and submitted you will be directed to email confirmed page.

Process Summary



Login



Navigate to Change Email Tab



Enter verification code



Confirm

