Changing Your Email Address in SmartHub (Web)

Step 1.

Log into your existing SmartHub Account
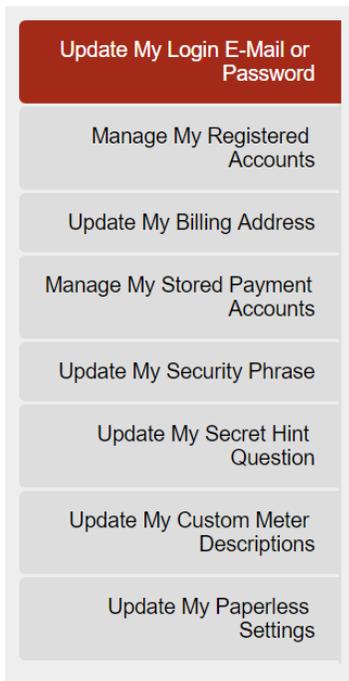

Step 2.

From the homescreen select the My Profile Tab
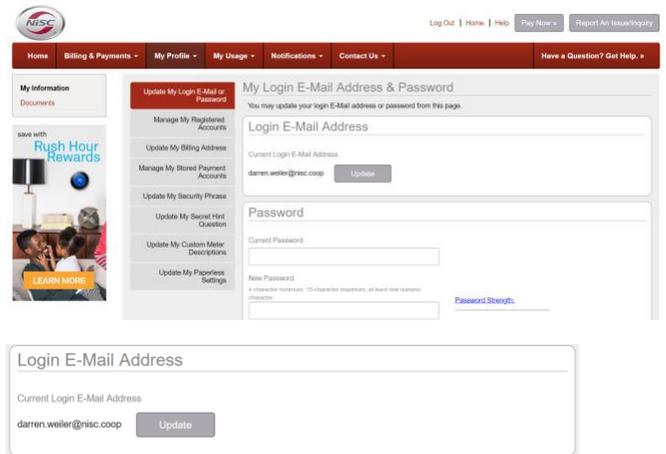

Step 3.

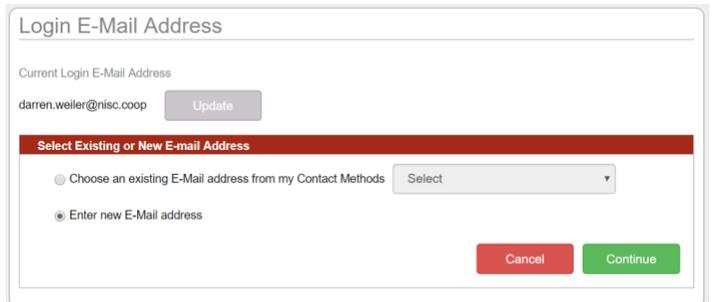Select Update My Log-in Email and Password

Step 4.

Next to your current email address, select update.

Step 5.

Upon clicking update a new portlet will appear. You will be given two choices to either select an email address on file, or enter a new password.

Step 6.

Enter new email to be used for the account.

*Note emails must match and be verified with a green checkmark before the change is completed.

Click Continue.

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Step 7.

You will be asked to agree to the terms and conditions.

Accept the terms and conditions

Step 8.

You will be sent a verification code to the email account you entered for change.

Enter your verification along with your account password and select Save Email.

Congratulations!! You have now updated your email address on your SmartHub account!