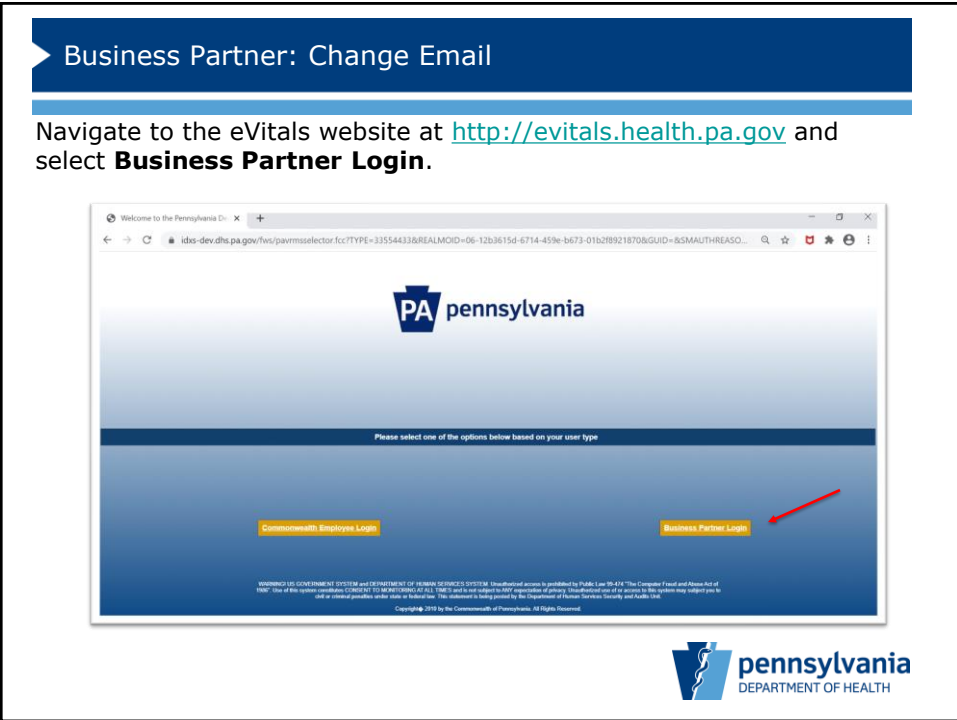


1



2

Business Partner: Change Email

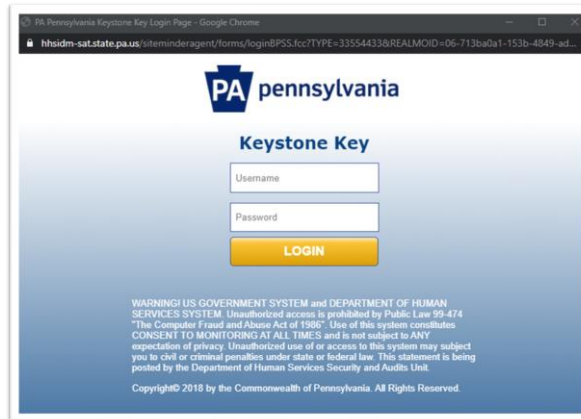
Select **Edit Profile**.



3

Business Partner: Change Email

Log in with Business Partner credentials in pop-up window.



4

Business Partner: Change Email

Click **Change Email**.



5

Business Partner: Change Email

Enter password and new email address.

The screenshot shows the 'Change Email' form. It includes the following fields and labels:

- User ID: b-micshaw
- Current Password: [password field]
- First Name: michael
- Last Name: shaw
- Current Email: c-mishaw@pa.gov
- New Email: [input field] Enter your New 'Email Address', maximum of 50 characters.
- Confirm New Email: [input field]

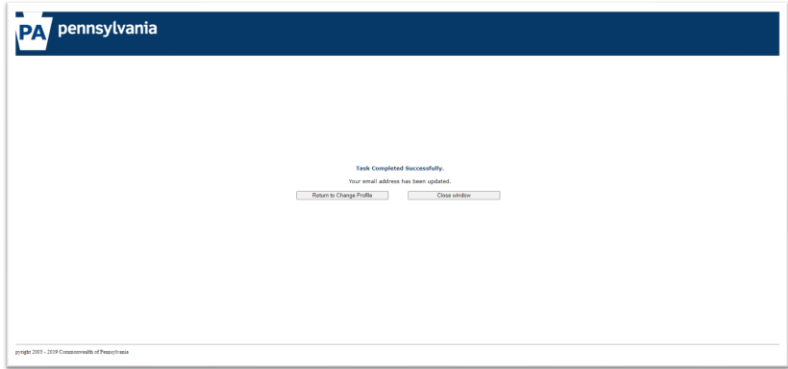
There are asterisks next to 'Current Password', 'New Email', and 'Confirm New Email' indicating they are required fields. A legend at the top left of the form area says '* = Required'.




6

Business Partner: Change Email

View confirmation page and close window.






7





Business Partner: Change Email

You will receive an email confirming your new email address.

Note: Email notifications for this change will be sent to both your old and new email addresses.


Keystone ID - b-micshaw - E-mail Updated

 automatedmail@DONOTREPLY@pa.gov
To: Shaw, Michael

 Reply
  Reply All
  Forward
 

Wed 9/9/2020 2:52 PM

This e-mail is sent from an unmonitored account. Do not reply. If you have questions about your Keystone ID, please use the links provided below to find help desk information for the program you're interacting with.


 **PA pennsylvania**
KEYSTONE ID

This e-mail is to confirm that you have recently changed the e-mail address associated with your Keystone ID. For your safety, this confirmation is being sent to both the new e-mail address you provided as well as the previous e-mail address that will no longer be associated with your Keystone ID.

If you did not make this change, please immediately contact the Help desk. You can use the links below to identify the appropriate help desk information for program you most often interact with.

Keep in mind that if you change your Keystone ID information from within this program, the changes you make apply to all programs that use the Keystone ID.

Keep an eye out for the Keystone ID sign-in on more state websites in the future. It's just another way the Commonwealth of Pennsylvania is working to serve you better.



8