

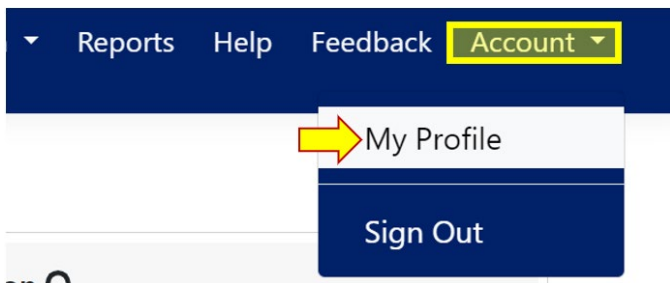


# ADEConnect – How to Change Email Address

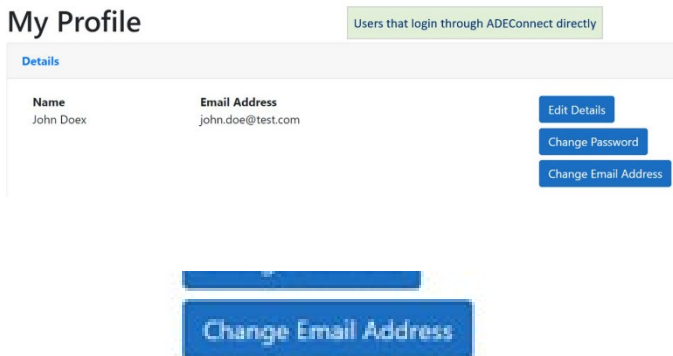
Changing your email address in ADEConnect will subsequently update your email address in the APLD application.

Login to ADEConnect: [ADEConnect - Applications \(azed.gov\)](https://azed.gov)

1. On the ADEConnect home page in the top menu bar, click "Account" and then "My Profile"



2. From your profile screen – select Change Email Address



3. Your current email address will automatically populate under "Current Email Address". Enter your new desired email address under "New Email Address" and "Confirm New Email Address". Click "Send Confirmation" once completed

Please enter your new email address into the fields below and click the "Send Confirmation" button to begin.

ADEConnect will send a message to your new email address with instructions to complete your email address change.

Current Email Address

New Email Address

Confirm New Email Address

4. After you submit – check your new email Inbox as you will receive a Verification Request email from the "ADE Notifications" email, asking you to confirm the change.

Hello yourname,  
 An update to email address was made to your ADEConnect account. Please verify your new email address by clicking on this [verification link](#). Once email is verified, you can log into your ADEConnect using your updated email address and old password.

If you are not able to access the verification link above from this email, copy and paste this url below into your browser:  
<https://adconnectwebuiapps.azurewebsites.net/Account/Register?personTransactionGuid=76a766ac-e411-4a74-b171-08dc024cc1d9&personType=EAAAHAfK9psQmY81wtlurGkR4eDY52alXq%2FDYTIQ40hAS>

If you have received this email in error, please contact us by calling (602) 542-7378.

Thank you,

Sincerely,  
 Your ADEConnect team.

**Please note that once you've sent the verification, it will about 10 minutes before your email address update is complete.**