

## HOW TO CHANGE EMAIL ADDRESS

1. Go to the BIZNET sign in page. Type in the you're **current** email address, your password and select **Update Account** (example below uses rebecca.fleming@ct.gov ).

**BIZNET** STATE OF CONNECTICUT

Login

Welcome to the DAS Business Network

The page you requested requires a log-in ID to access the on-line services offered by the Department of Administrative Services.

If you do not have a log-in ID, you will need to create one. Please use the button to the right labeled "Create New Account" to proceed.

E-Mail Address: rebecca.fleming@ct.gov

Password: ●●●●●●

Buttons: Create New Account, Forgot Password, Update Account, Resend Activation Link

Login

2. Next, fill in your current e-mail (Rebecca.Fleming@ct.gov), password, new e-mail, new confirm e-mail (rebecca.fleming@deleteme.com) and press **Submit**.

**BIZNET** STATE OF CONNECTICUT

Change Login

Follow directions below to change your e-mail address and/or password.

Enter current e-mail address and current password. (Note: If you are here from a forgotten password E-Mail, current E-Mail and Password are not required.)

To update your e-mail address, enter it in the New E-mail Address box and confirm it in the box below it. If you don't want to make a change, leave the boxes blank.

To create a new password, enter it in the New Password box and confirm it in the box below it. If you don't want to make a change, leave the boxes blank.

You will receive an activation E-Mail when you click Submit. Please read the E-Mail and follow the instructions to re-activate your account. You will not be able to log in until you have re-activated your account.

Current E-Mail Address: Rebecca.Fleming@ct.gov

Current Password: ●●●●●●

First Name:

Last Name:

New E-Mail Address: Rebecca.Fleming@deleteme.com

Confirm E-Mail Address: Rebecca.Fleming@deleteme.com

New Password:

Confirm Password:

Buttons: Submit, Cancel

3. The system will send you an activation e-mail about this change. Follow the steps in the e-mail to complete the change. (Example: rebecca.fleming@ct.gov to rebecca.fleming@deleteme.com)