

## Update E-mail Address in LVIS

If you need to update your email address, you will need to do this in your LVIS account, so that you are able to verify that your updated email address is able to receive emails from LVIS (System Administrator). Please use the following steps to assist you.

1. Log into your LVIS account. <https://license.doe.in.gov/>
2. Under My Profile click **Edit Profile**
3. Type in your new e-mail address in the “E-mail” box and in the “Verify E-Mail” box.
4. Click **Save Profile**.
5. Check your email inbox for the verification link from LVIS (System Administrator). If an email from LVIS isn't in your inbox, please check your spam filters or junk email folder. If you haven't received an email from LVIS (System Administrator) within two business days please contact our Licensing Helpdesk.
6. Click the link **Verify e-mail**.