



## Baird OnLine Changing Your E-mail Address

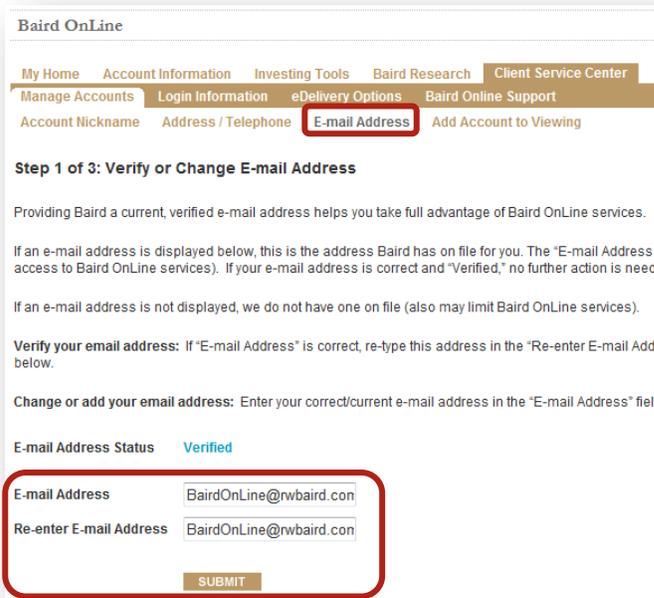
Follow the steps below to update your e-mail address.

### Changing Your E-mail Address

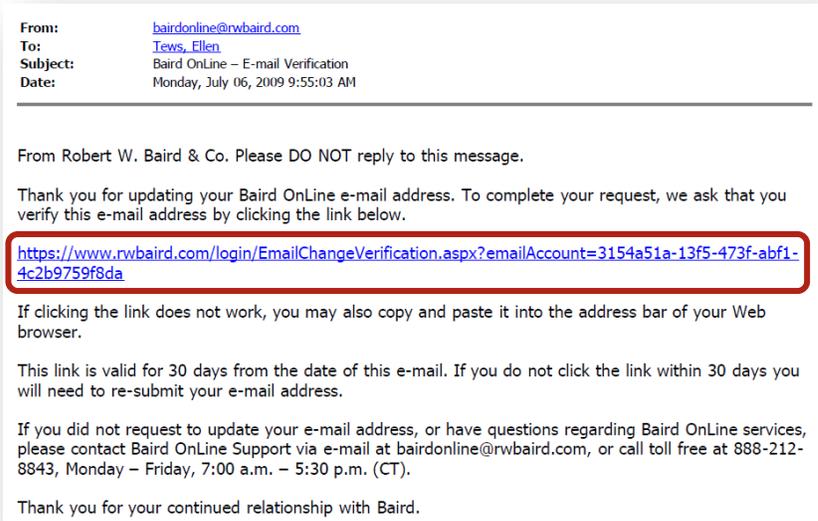
1. Log in to Baird OnLine.
2. Click **Client Service Center**.



3. Click **E-mail Address**.
4. Enter your **new** e-mail address into the first and second boxes.
5. Click **Submit** to save the changes.



6. **Check your e-mail**, you will receive a message like the one below.
7. **Click the link** in the message to verify your e-mail address.  
(**Please note:** This link is only valid for 30 days. If you do not click it within 30 days you will have to start the verification process over.)



8. You will see a screen which says "E-mail Address Verification – Successful."
9. Click **Return to Login Area** in the upper-right corner of the screen to return to your account(s).

