

## **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.)

| From:                                       | bairdonline@rwbaird.com  |
|---|--|
| To:   | Tews, Ellen  |
| Subject:                                    | Baird OnLine – E-mail Verification   |
| Date:                                       | Monday, July U6, 2009 9:55:03 AM   |
| From Robert                                 | W. Baird & Co. Please DO NOT reply to this message.  |
| Thank you fo<br>verify this e-              | or updating your Baird OnLine e-mail address. To complete your request, we ask that you<br>mail address by clicking the link below.  |
| nttps://www<br>1c2b9759f8c                  | rwbaird.com/login/EmailChangeVerification.aspx?emailAccount=3154a51a-13f5-473f-abf1-<br>a  |
| If clicking the prowser.                    | e link does not work, you may also copy and paste it into the address bar of your Web  |
| This link is v<br>will need to              | alid for 30 days from the date of this e-mail. If you do not click the link within 30 days you<br>re-submit your e-mail address.   |
| If you did no<br>please conta<br>3843 Monda | t request to update your e-mail address, or have questions regarding Baird OnLine services,<br>ct Baird OnLine Support via e-mail at bairdonline@rwbaird.com, or call toll free at 888-212-<br>y – Friday, 7:00 a.m. – 5:30 p.m. (CT). |
|   |  |

- 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).

