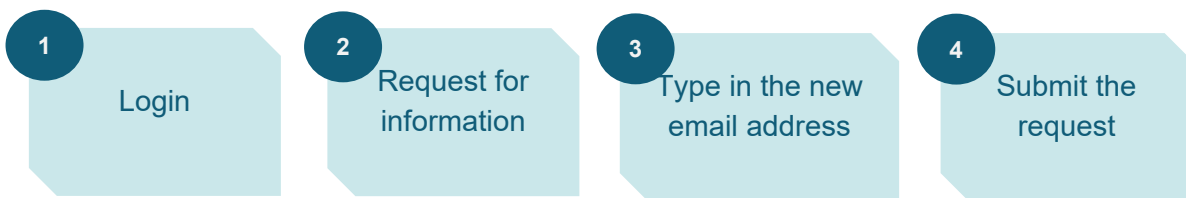




Changing your email address

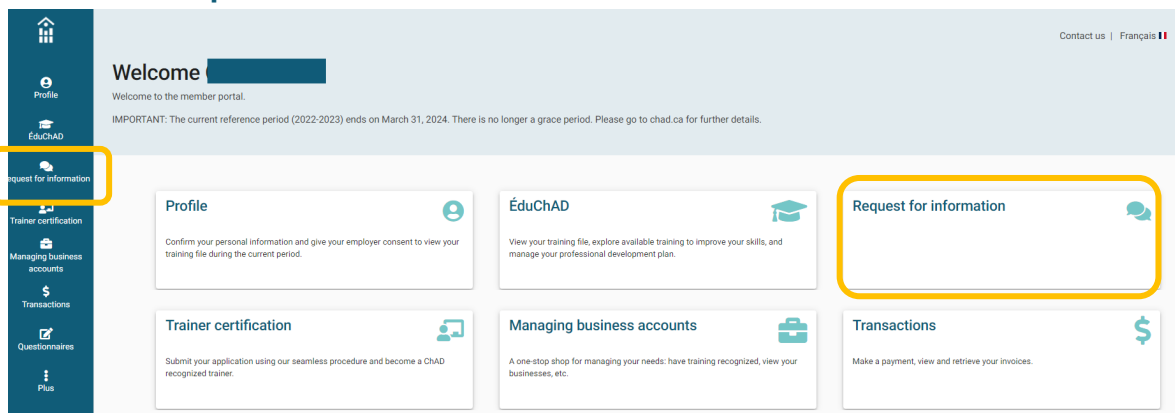
▶▶ **BACKGROUND INFORMATION:** Here is how to change your personal email address in the ChAD Portal. Please note, if you are a certified member, this change will not change your email address in the Autorité des marchés financiers data base (to change the email the Authority has on file for you, you must do so directly in your Authority profile).

▶▶ PROCESS



PROCEDURE

1. Log in to the ChAD Portal at portail.chad.ca. If necessary, follow the [login procedure](#).
2. Click on “Request for Information.”



3. Click on “Create request” at the bottom right-hand side.



Information sheet Employers, providers, certified members



A screenshot of a web interface showing a table with columns: Request Number, Client, Category, Subject, Topic, Request, and Status. Below the table, there is a 'Items per page' dropdown set to 10, and a '0/0' indicator. A 'CREATE REQUEST' button is highlighted with a yellow box.

4. Select the following:
In “Category,” click on “Professional development”;
In “Subject,” select “Email”;
In “Topic,” select “Request to change email.”
Click on “Next.”

A screenshot of a 'Creating Request' form. The 'General Information' section is active. Three dropdown menus are highlighted with a yellow box: 'Category' is set to 'Développement professionnel', 'Subject' is set to 'Courriel', and 'Topic' is set to 'Demande de changement de courriel'. A 'NEXT' button is highlighted with a yellow box.

5. In the “Information” field, type in the new email address you would like to save in your profile. This is the email that will allow you to log in to the ChAD Portal and receive information from the ChAD. Click on “Submit.”

A screenshot of the 'Information' field. The text 'Please enter your new email *' is displayed above the input field. Below the input field, there is a yellow box around the input area and a 'SUBMIT' button highlighted with a yellow box.

6. You will be asked to reconfirm.
7. You will receive an email at your personal address (the one where you receive information from the ChAD such as the newsletter). You must click on the link in the email to confirm your request to change your email.
8. Your request to change your email will be processed automatically.