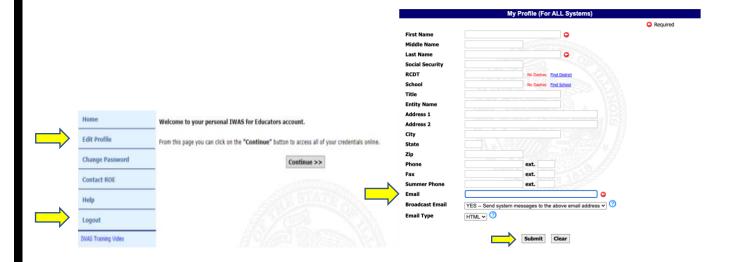
Instructions to update IWAS e-mail

ISBE will use this e-mail to contact you

To update an IWAS email address:

- 1. Log in to your ELIS account. DO NOT click Continue
- 2. Select "Edit Profile" on the left-hand side, after logging in.
- 3. On the "My Profile" page, update your IWAS email address and click "Submit" then click "Logout"
- 4. Immediately Log in to your ELIS and click Continue to update the IWAS email address.



* You have now successfully updated your email address in IWAS.

All future blast emails, including renewal reminders, will be sent to this updated email address.

Instructions to update ELIS e-mail

This e-mail is listed in your contact information on your ELIS credential page

To update an ELIS email address:

- 1. Log in to your ELIS account.
- 2. Select "Continue."
- 3. Click the on the right side of the screen , select "Edit Your Contact Information."
- 4. Click "Continue" on the bottom right side of the screen through the Update Wizard until you see this screen to update your email address.
- 5. Input your correct email address(es).
- 6. Click "Finish" on the bottom right side of the screen.



*You have now successfully updated your email address in ELIS.