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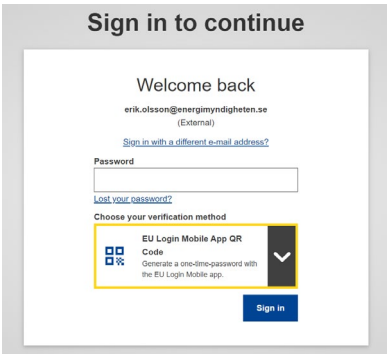
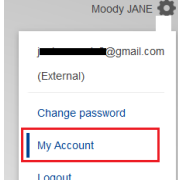

## Guide to updating e-mail addresses in EU Login and the Union Registry

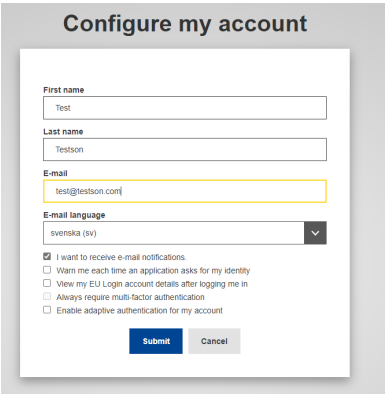
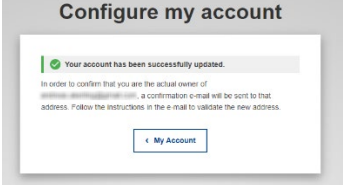
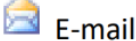
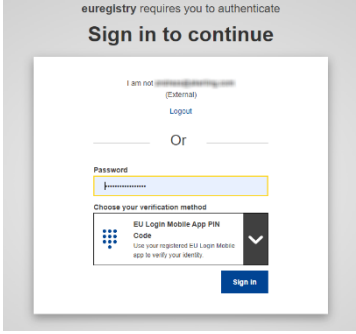
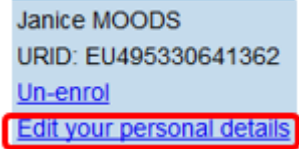
### Introduction

This guide describes how to update a user e-mail address in the:

**EU Login authentication service.** Once you have updated your e-mail address in EU Login, you will be able to log in to the Union Registry with your new e-mail address. If you need to reset your password in the future, the e-mail address specified in EU Login will be used.

**Union Registry.** Your user profile in the Union Registry contains an e-mail address. The Swedish Energy Agency uses this address to contact you if necessary. According to the Registry Regulation, all users need to ensure that the contact- and personal information provided in the Union Registry is always updated and true.

Step	Action	Interface
1	Go to the EU Login webpage: <a href="https://webgate.ec.europa.eu/cas/">https://webgate.ec.europa.eu/cas/</a>  Log in with the e-mail address you have previously used when logging in.	
2	Hover the mouse over the gear icon in the top right and click <b>My Account</b> .	
3	Select <b>Configure my account</b> .	 Configure my account

4	Enter your new e-mail address and click <b>Submit</b> .	
5	EU Login informs you that an e-mail will be sent to your new e-mail address. You will need to confirm the change through this e-mail.	
6	Click the link in the e-mail message to confirm the change.	
7	<p>You can now use your new e-mail address when logging in to the Union Registry.                  The next step is to change the e-mail address in the actual Union Registry.</p> <p><i>Please contact us if you receive an error message when updating your e-mail address.</i></p>	
8	Go to the Union Registry website and log in with your new e-mail address. <a href="https://unionregistry.ec.europa.eu/euregistry/SE/index.xhtml">https://unionregistry.ec.europa.eu/euregistry/SE/index.xhtml</a>  Make sure your new e-mail is listed on the login page. Otherwise, select “Log in with another e-mail address?”	
9	In the Union Registry, click <b>Edit your personal details</b> in the top left menu.  Update the e-mail address fields and click <b>Save</b> .  The request for change is sent to the national administrator for approval. Once approved, the change is completed.	
10	<p style="text-align: center;"><b>Done!</b></p> <p style="text-align: center;">You have now updated your e-mail address in both the Union Registry and the EU Login.</p>	