



## My Family Lounge - Change email address

## Step 1 - Log onto your My Family Lounge account

• Log into your account by entering the original email address (that is, the email address your Childcare centre already has on record) and Password

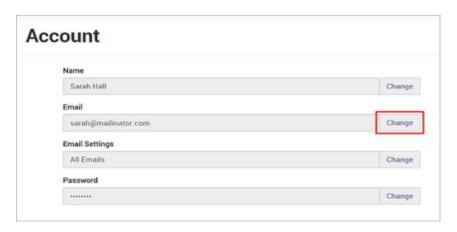


## Step 2 - Manage your account

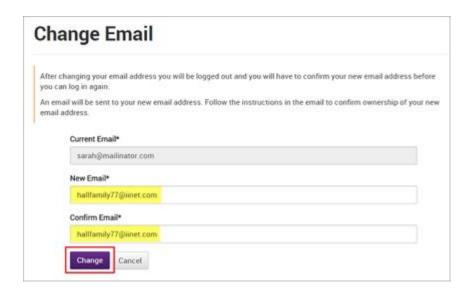
• Click on the 'Manage Account' link, top right of screen



You will be presented with your current My Family Lounge account details



Click on the Change button



- Enter your new email address
- Confirm your new email address
- Click on Change
- Check your new email inbox for instructions on confirming this change

You may now log in to your My Family Lounge account with your updated email address.

Please note: Please manage your email change following the steps outlined above otherwise it could affect your ability to log onto your account.