**HOW TO UPDATE YOUR ACCOUNT INFORMATION IN EZ CLASS** (including change of email address)

**Step 1**: Go to **www.EZClass.us** and Log In.

**NOTE**: You have the option to retrieve your Username or Password if you forgot them – it’s below the

Log in

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**Step 2**: After you have Logged In, click on the “v” next to your name to reveal the drop-down box. Click on “Edit profile”



**Step 3**: The following box will be revealed. Make any necessary changes, including the email address you want on file with us. You can add other information if you wish.



**Step 4**: When finished, scroll to the bottom of the page and click the “Update profile” button to save your changes.



If you require further assistance, contact the **EZ Class Help Desk** at **(609) 448-9655** or email **frank@EZClass.biz.**

