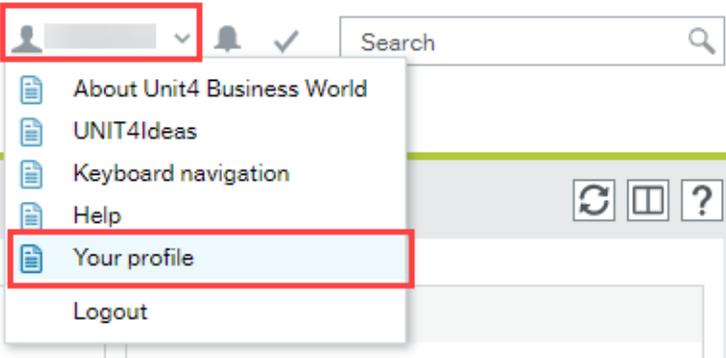
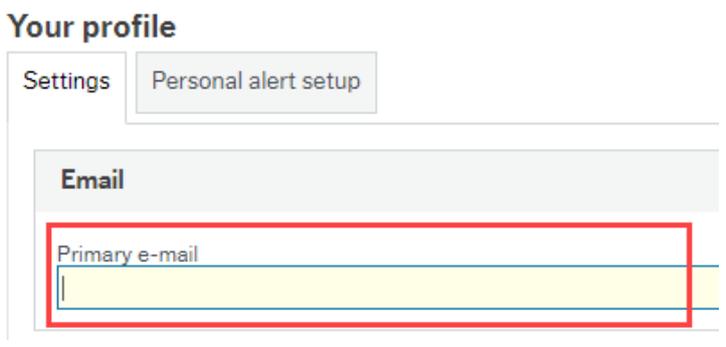


## How to update your primary email address within Business World

This user guide will illustrate step by step guidance on how to update your email address within Business World through the 'Your Profile' window. The email address that is saved here will receive all workflow alerts, so it is important to ensure that you choose an email address which is regularly monitored and that you enter the email address accurately.

**NOTE:** If you have a Renfrewshire Council or partner organisation email address, then it is the Council's recommendation that this is the email address which is used for Business World.

**Please only use a personal email address within Business World if you do not have a council or partner organisation email address.**

1		<p>To access <b>Your Profile</b>, navigate to the top right of the screen &amp; click on the dropdown at your employee reference.</p> <p>Click on <b>Your Profile</b>.</p>
2		<p>To update your primary email address for Business World simply type your email address into the <b>primary e-mail field</b> highlighted in this screenshot.</p> <p><b>Reminder:</b> <i>Personal email addresses are only recommended for employees who do not have a Renfrewshire Council or partner organisation email address.</i></p>
3		<p>Once you have double checked your email has been entered correctly click on the <b>blue save button</b>.</p>
<p>Any workflow alerts which are generated will now be sent to the primary email address entered above (e.g. If a task is rejected back to you to be amended/removed).</p> <p>You can now also use the 'forgotten password' link to self-serve a password reset.</p>		