

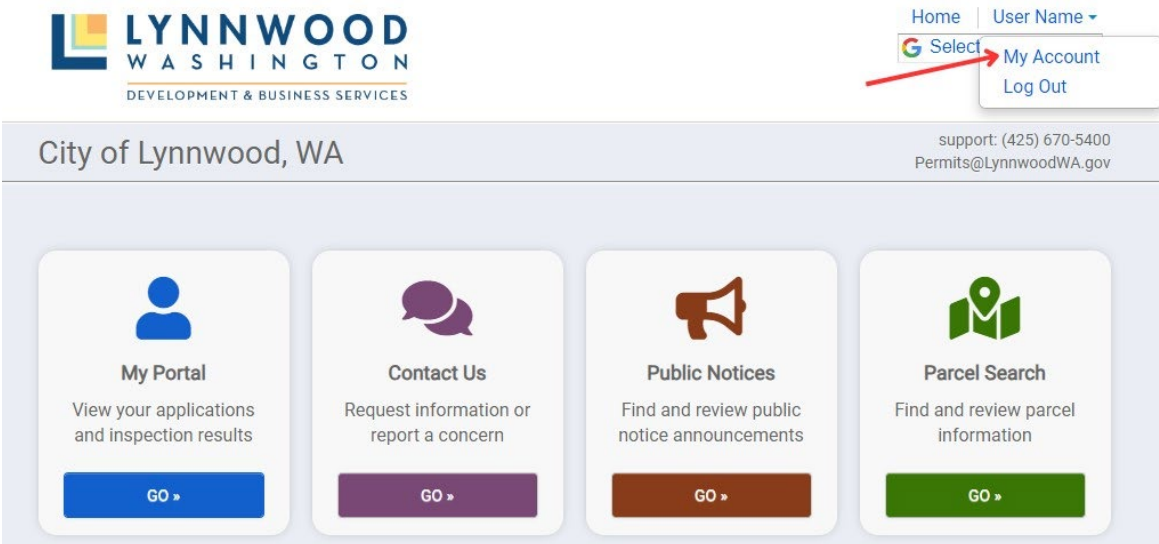
1. To update an email address in an existing user account, log into the existing account in the top right corner.
2. Enter your email address and password.



[LOG IN](#)
[Forgot your password?](#)

[Don't have an account? Sign Up!](#)

3. At the top right corner of the screen, select the drop-down menu next to your name and select **My Account**.



4. Click the **edit** link near the end of the email link.
5. Select **Add another email** link.

My Account

Email: [redacted]@lynnwoodwa.gov [Manage Email Notifications](#)

Manage email addresses notifications will be sent to your primary email address

Primary email: [redacted]@lynnwoodwa.gov

[Add another email](#) ←

Password: To save these settings please enter your current password.

6. Enter the new email address and your current portal account password and click **save**.
7. The system will automatically send you an email verification to the new email account.
8. Select **Verify** and return to the portal account.



CITY OF LYNNWOOD, WA online account verification

Your account has been created for the portal. Please click on the link below to verify your account.

9. Change the primary email account to the newly added address by selecting the radio button next to the new email. Next enter your password and select the **save** button.

My Account

Email: [redacted]@lynnwoodwa.gov [Manage Email Notifications](#)

Manage email addresses notifications will be sent to your primary email address

Primary email: [redacted]@explorelynnwood.com - Remove

[redacted]@lynnwoodwa.gov

[Add another email](#)


Password: To save these settings please enter your current password.

10. The portal account will now show the Primary Email has changed. If desired the original email can be removed by selecting the **Remove** button next to the original email and entering your password.

My Account

Email: [redacted]@lynnwoodwa.gov [Manage Email Notifications](#)

Manage email addresses notifications will be sent to your primary email address

Primary email: [redacted]@explorelynnwood.com - Remove  [redacted]@lynnwoodwa.gov

[Add another email](#)

Password: To save these settings please enter your current password.