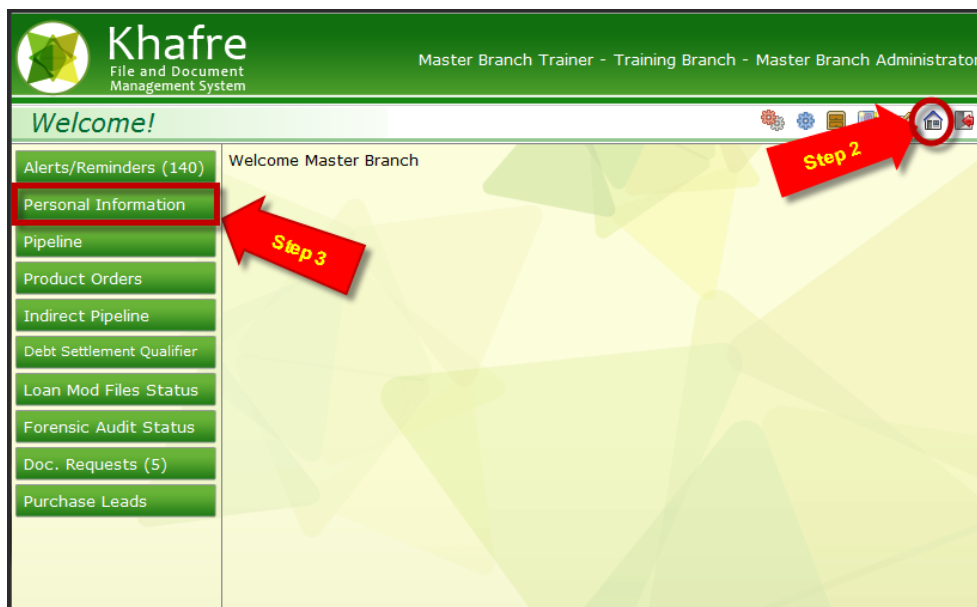


## How To Change Your Account Email Address

1. Log in to Khafre at <http://www.khafreonline.com/app>



2. Click the home icon in the upper right corner of the screen
  - The Welcome! screen displays



3. Click the Personal Information tab in the left-hand navigation menu
  - The Personal Information dialog box displays



**Personal Information** [X]

**Username:** pgbranchadmin@gmail.com

**Username Alias:**

**New Password:**

**Confirm New Password:**

**First Name:**

**Last Name:**

**Address:**

**Address 2:**

**City:**

**State:**  [v]

**Zip:**

**Home Phone:**

**Work Phone:**  **Ext:**

**Cell Phone:**

**Fax:**

**Email:**  [Step 4]

**Time Zone:**  [v]

[OK] [Cancel] [Uploaded Documents]

[Step 5]

4. Type your new email address into the Email field
5. Click the OK button