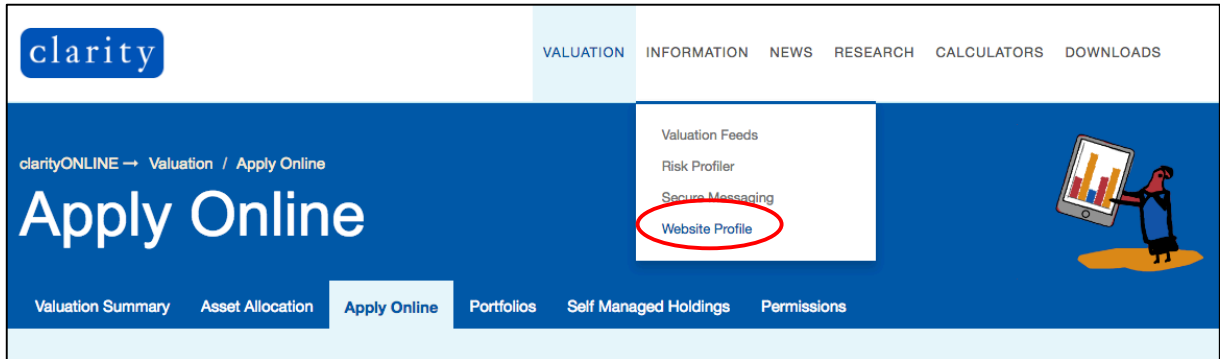
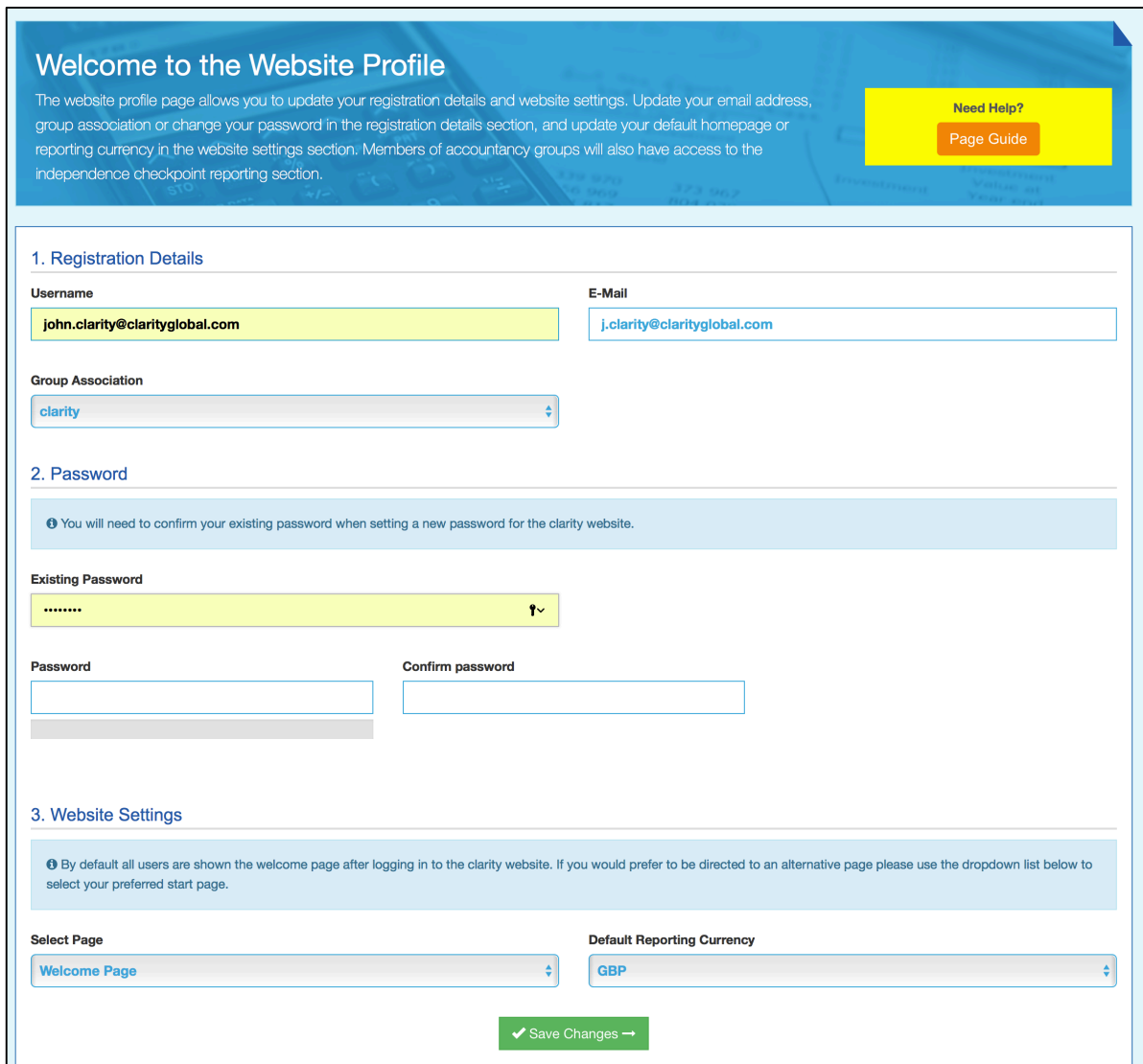


Change email address or username guide

If you wish to change your email address or username, navigate to the top navigation panel and click on (Information > Website Profile).

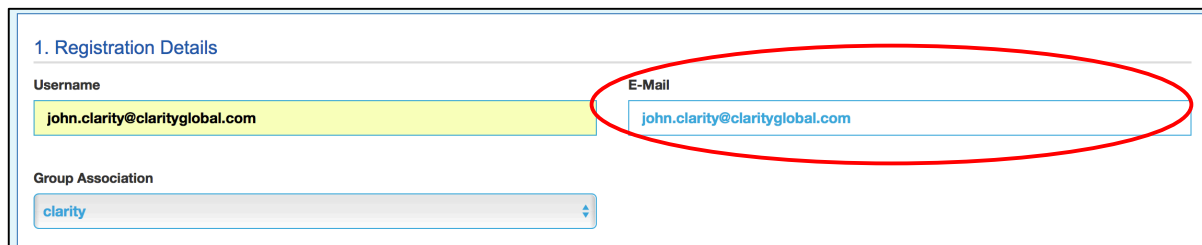


The Website Profile page will appear as below. The Registration Details contain your Username and E-mail.

A screenshot of the 'Welcome to the Website Profile' page. The header is blue with the title 'Welcome to the Website Profile' and a yellow 'Need Help? Page Guide' button. The main content area is white with a light blue background. It is divided into three sections: 1. Registration Details: Includes 'Username' (john.clarity@clarityglobal.com) and 'E-Mail' (j.clarity@clarityglobal.com) fields, and a 'Group Association' dropdown menu set to 'clarity'. 2. Password: Includes an 'Existing Password' field (masked with dots) and 'Password' and 'Confirm password' fields. A note states: 'You will need to confirm your existing password when setting a new password for the clarity website.' 3. Website Settings: Includes a note: 'By default all users are shown the welcome page after logging in to the clarity website. If you would prefer to be directed to an alternative page please use the dropdown list below to select your preferred start page.' Below this are 'Select Page' (dropdown set to 'Welcome Page') and 'Default Reporting Currency' (dropdown set to 'GBP') fields. A green 'Save Changes' button is at the bottom.

You will be taken to the Web Profile page and from the Registration Details section, you can change your email address by selecting the E-mail section.

Update your username or email address



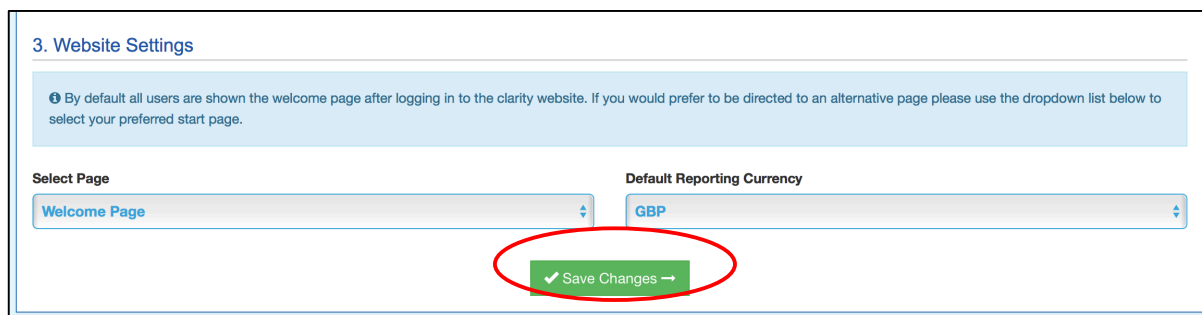
1. Registration Details

Username: john.clarity@clarityglobal.com

E-Mail: john.clarity@clarityglobal.com

Group Association: clarity

Scroll down to the bottom of the page and click the *Save Changes* button to apply the changes.



3. Website Settings

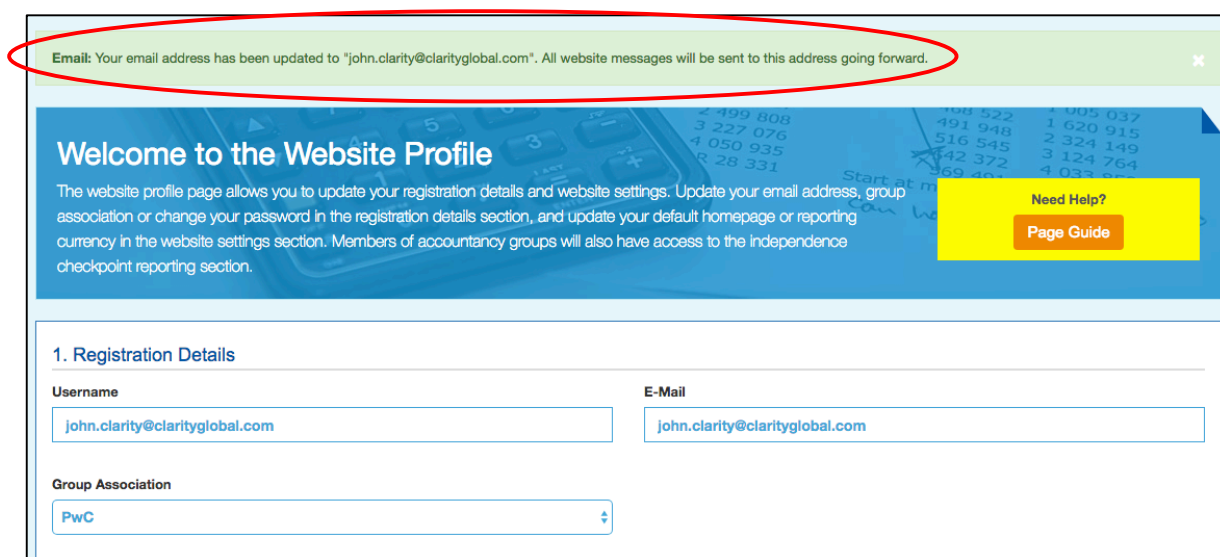
By default all users are shown the welcome page after logging in to the clarity website. If you would prefer to be directed to an alternative page please use the dropdown list below to select your preferred start page.

Select Page: Welcome Page

Default Reporting Currency: GBP

Save Changes →

The page will automatically refresh and a green notification will appear confirming that your email address or username has been updated.



Email: Your email address has been updated to "john.clarity@clarityglobal.com". All website messages will be sent to this address going forward.

Welcome to the Website Profile

The website profile page allows you to update your registration details and website settings. Update your email address, group association or change your password in the registration details section, and update your default homepage or reporting currency in the website settings section. Members of accountancy groups will also have access to the independence checkpoint reporting section.

Need Help? Page Guide

1. Registration Details

Username: john.clarity@clarityglobal.com

E-Mail: john.clarity@clarityglobal.com

Group Association: PwC