

Updating Email Addresses

Step 1

Visit <http://myohio.gov>. Enter your User ID and Password and click **Sign In**.

For User ID and Password assistance please contact 1-800-409-1205.



Step 2

Move your cursor over the **My Info** tab in the top toolbar after logging in.

Select **Email Addresses** from the drop-down list.



Step 3

Click **Edit Email Addresses** to view and edit your email address(es).

General Profile Information

CLARE A RUBADUE



Step 4

To edit an email, update the Email Type (as needed), edit the Email Address and click **OK**.

To add an email, click the “+” icon, complete the fields and click **OK**.

To delete an email, click the “-” icon.

Note: System generated emails will be sent to your “Primary Email Account.” It is recommended that you enter your state email address, if you have one, in the Business email type and set it as your primary email account.



An email confirming you have submitted a change will be sent to all emails on file and any email that was deleted during these steps.