

How to guide: Update your email



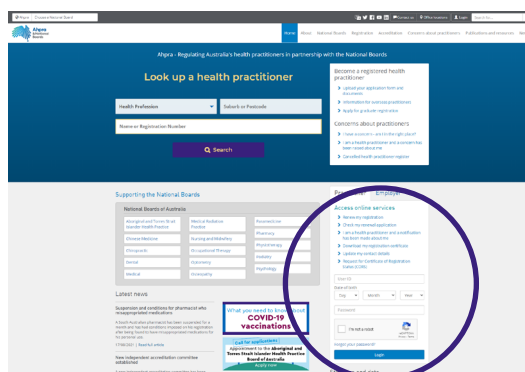
We've changed how you can renew your general, specialist or non-practising registration. You can only do this online.

We need your current email to make sure you receive the email renewal reminders. This guide will help you to update your email.

You can do this from any computer connected to the internet. This might be your own computer, one at your work, a friend's or family.

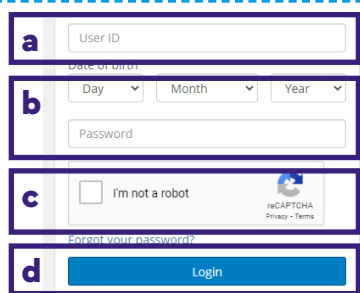
Step 1

Go to the Ahpra website www.ahpra.gov.au and scroll down on the right to find a log-in box with the heading 'Access online services'.



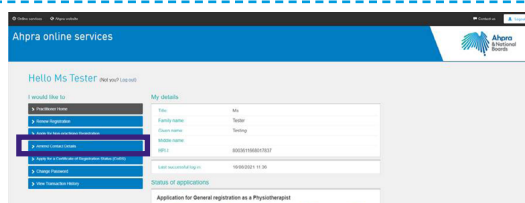
Step 2

- Enter your User ID – it's in the letter we sent you.
 - Enter your date of birth and password.
 - Click on 'I'm not a robot'.
 - Click 'Login'.
- Need to change your password?** Click on 'Forgot your password?' and read our 'How to guide – How to change your password'.



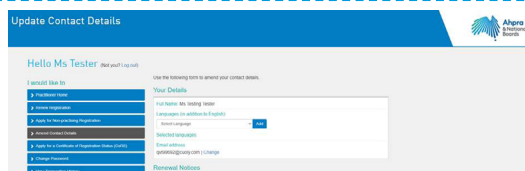
Step 3

You should now be in Ahpra online services. Click on 'Amend Contact Details'.



Step 4

- Click on 'Change' next to the email address.
- If we don't have an email address for you, this will be empty.**



Step 5

- Enter your email in the top line.
 - Re-enter the same email address to confirm it is correct.
 - Click 'accept'.
- The email you enter needs to be unique to you.**
 - It can't be one that someone else may have listed with Ahpra as their email address (e.g. an email address you share with your spouse).**

