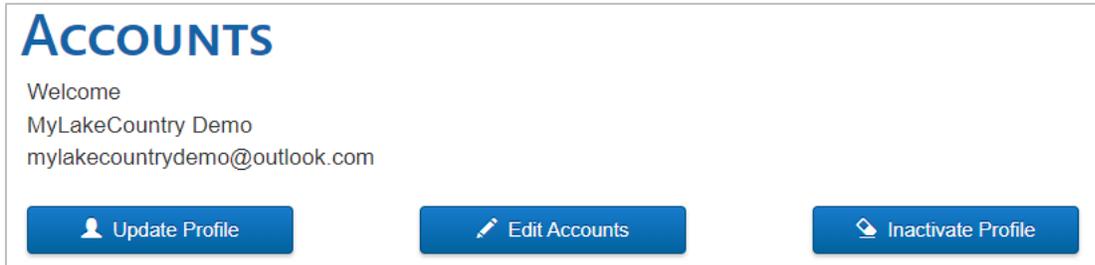## How User Updates the Email Address Assigned to Their MyLakeCountry Profile
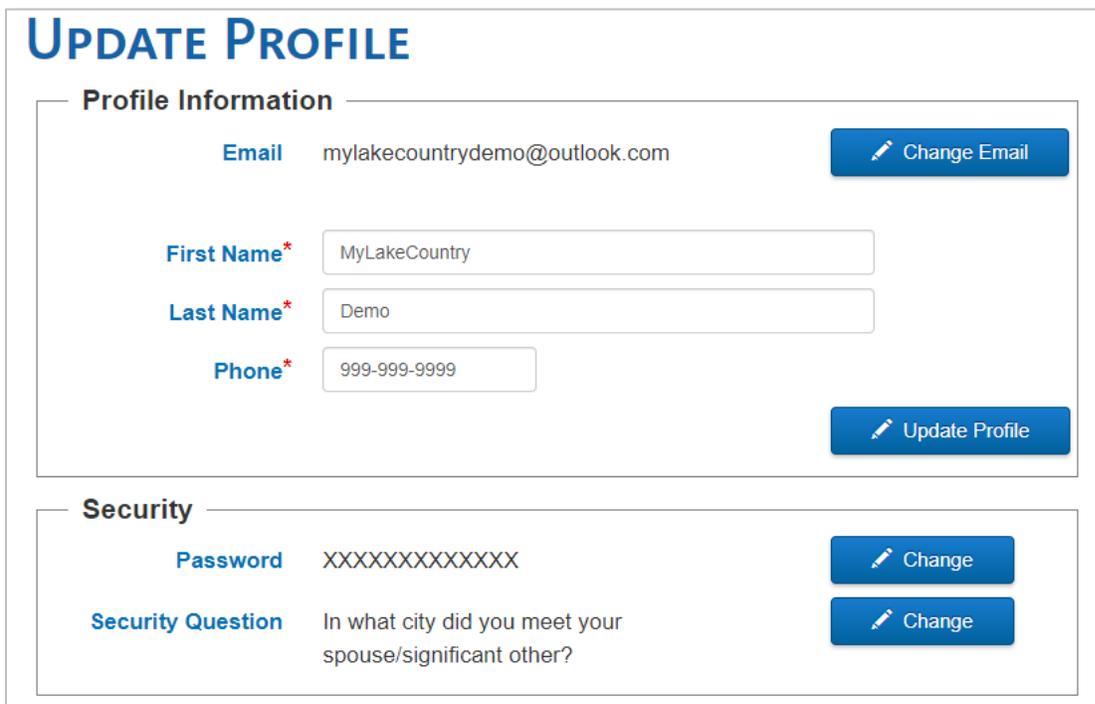
A MyLakeCountry site user can update the email address used for site login and profile management related emails by following these steps:

1. They log into their MyLakeCountry profile.
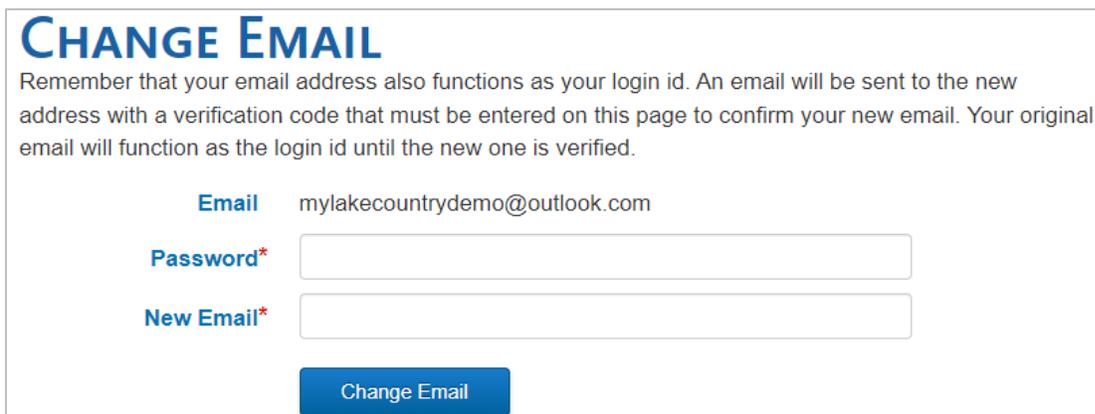2. They should see their MyLakeCountry profile home screen below.

3. They click the **Update Profile** button and are presented with the screen like shown below.

4. They click the **Change Email** button of above screen and are presented with this screen.

5. They enter their profile existing **Password** and **New Email** into above screen and click **Change Email**.

CHANGE EMAIL

Remember that your email address also functions as your login id. An email will be sent to the new address with a verification code that must be entered on this page to confirm your new email. Your original email will function as the login id until the new one is verified.

Email	mylakecountrydemo@outlook.com
Password*	•••••••••••••••
New Email*	MyNewEmailAddress@outlook.com

Change Email

6. The following screen appears prompting for the **Verification Code** that will have been emailed to this new account email address.

CHANGE EMAIL

Remember that your email address also functions as your login id. An email will be sent to the new address with a verification code that must be entered on this page to confirm your new email. Your original email will function as the login id until the new one is verified.
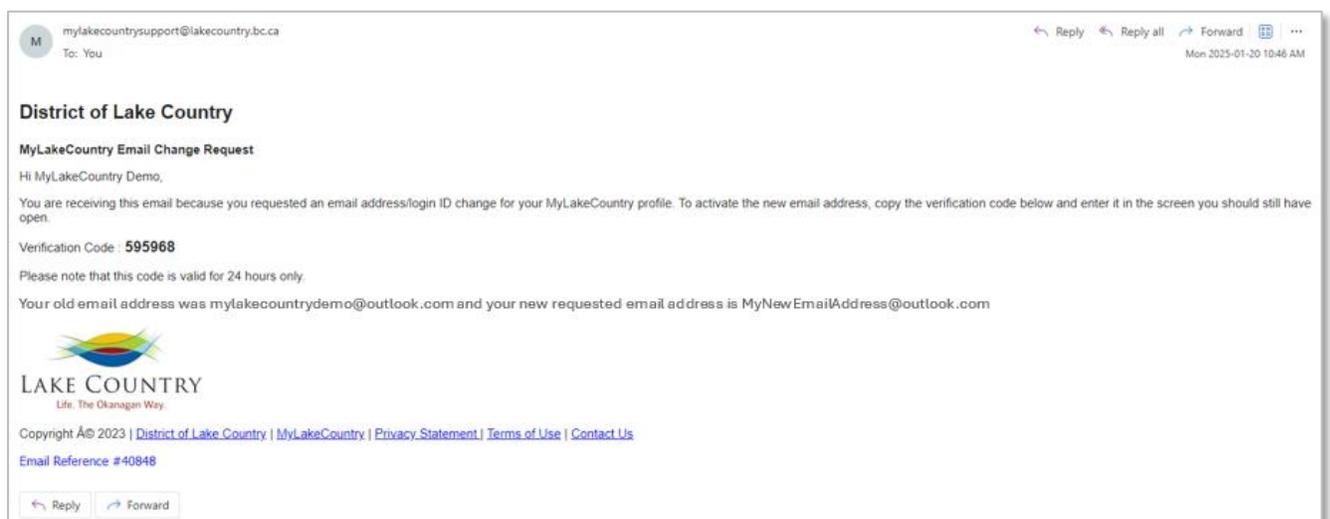
Verify your email address
Enter the verification code we sent to MyNewEmailAddress@outlook.com

Enter the verification code:

Continue

7. The user checks the inbox of the **new email address** they entered in step 5 above to retrieve this **Verification Code**. The email should look like below.

mylakecountrysupport@lakecountry.bc.ca
To: You
Reply   Reply all   Forward
Mon 2025-01-20 10:46 AM

District of Lake Country

MyLakeCountry Email Change Request

Hi MyLakeCountry Demo,

You are receiving this email because you requested an email address/login ID change for your MyLakeCountry profile. To activate the new email address, copy the verification code below and enter it in the screen you should still have open.

Verification Code : **595968**

Please note that this code is valid for 24 hours only.

Your old email address was mylakecountrydemo@outlook.com and your new requested email address is MyNewEmailAddress@outlook.com

LAKE COUNTRY
Life. The Okanagan Way.

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Email Reference #40848

Reply   Forward

8. User enters **Verification Code** from email into dialogue below and clicks **Continue**.

CHANGE EMAIL

Remember that your email address also functions as your login id. An email will be sent to the new address with a verification code that must be entered on this page to confirm your new email. Your original email will function as the login id until the new one is verified.

Verify your email address
Enter the verification code we sent to toborne@outlook.com

Enter the verification code:

595968

Continue

9. The above screen updates to now show a **Return to Login** button instead of a **Continue** button. User clicks the **Return to Login** button to be taken to the MyLakeCountry site login page.

CHANGE EMAIL

Remember that your email address also functions as your login id. An email will be sent to the new address with a verification code that must be entered on this page to confirm your new email. Your original email will function as the login id until the new one is verified.

Return to Login

10. User logs in using the new email address assigned to account.

MYLAKECOUNTRY LOGIN

MyLakeCountry provides 24/7 secure access to information to your Property Tax and Utility Accounts.

WITH MYLAKECOUNTRY, YOU CAN:

- Access your Tax, Utilities and Business Licence account information
- Sign up for eBilling
- View bills and payment activity

Login or register below.

Email Address

?

Password

Login

Forgot your password? **Reset it**.

11. This concludes our tutorial on steps user follows to change their MyLakeCountry profile email address.