



ImmiAccount – How to update your ImmiAccount email address

Version: 3 (18-6-2015)

This guide explains the steps to update your email address for your **ImmiAccount**.



There is a separate process to update an application email address. To update your application email address, refer to the **How to update your application email address details** Quick Reference Guide. It is important that your application email address is up-to-date. This address will be used by the department to communicate with you about your application(s).

Login to your **ImmiAccount**.



For information on how to login to your **ImmiAccount**, refer to the **How to login to ImmiAccount** Quick Reference Guide.

The **My applications summary** page displays.

The screenshot shows the user interface of the ImmiAccount portal. At the top, the user is identified as 'FINKELSTEIN, Georgia' with a 'Manage Account' link highlighted in red and a red circle with the number '1' next to it. Below the navigation bar, there are buttons for 'New Application', 'Import Application', and 'Manage Payments'. A search bar is also present. The main content area is titled 'My applications summary' and contains a 'List of applications' table. The table has columns for 'Reference no.', 'Application type', 'Name', 'Date of birth', 'Status', 'Last updated', and 'Select action'. Below the table, there is a 'Submit Applications' button.

1. Click **Manage Account**.

The **Summary** page displays.

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Summary Account details Password Secret questions Alert preferences

Summary

Given names	Georgia (edit given name)
Family name	Finkelstein (edit family name)
Email address	g.finkelstein@jourrapide.com (edit email address) 2
Username	georgiaf

Alerts	I will receive account alerts (change my account alert preferences)
Password	Password saved (change my password)
Secret questions	Secret questions saved (change my secret questions)
Delete account	Delete my ImmiAccount

2. Click the **(edit email address)** link.

The **Account details** page displays with fields auto-populated with existing details.

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Account details

To update your account details enter your given names, family name and/or email address and select 'Save' to apply your changes.
Fields marked * must be completed.

Username	georgiaf
Given names	* Georgia 2
Family name	* Finkelstein 2
Email address	* finkelstein.g@femail.com 3

Note: This email address is for your ImmiAccount only. If you wish to change the email address currently used by the department to send formal application processing correspondence, please use the 'Change of email address details' link on the relevant 'Application details' screen.

Cancel **4** Save

3. Enter your new email address.

4. Click **Save**.

The **Confirm Modify User** dialog box displays.

Confirm Modify User

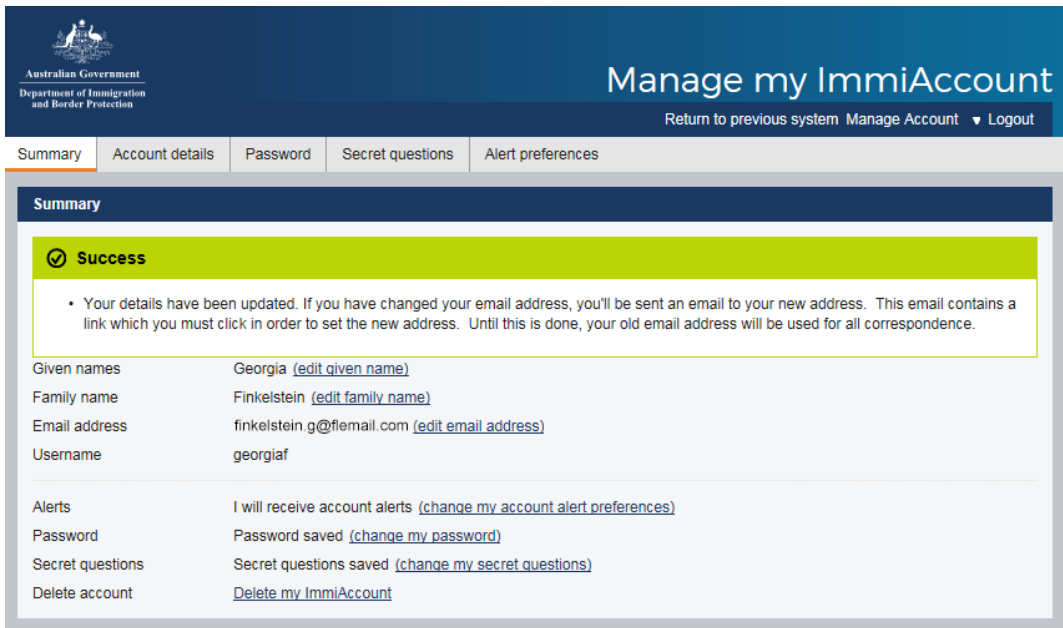
Confirm Changes

Do you want to apply the following changes?

No **5** Yes

5. Confirm changes are correct, click **Yes**.

The **Summary** page displays the **Success** message.



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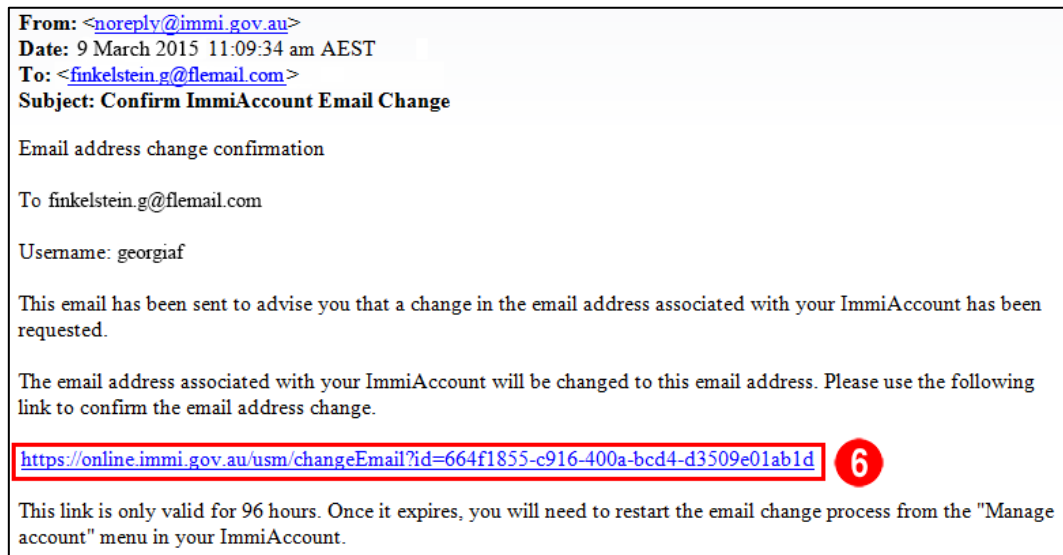
Success

- Your details have been updated. If you have changed your email address, you'll be sent an email to your new address. This email contains a link which you must click in order to set the new address. Until this is done, your old email address will be used for all correspondence.

Given names	Georgia (edit given name)
Family name	Finkelstein (edit family name)
Email address	finkelstein.g@flemail.com (edit email address)
Username	georgiaf
Alerts	I will receive account alerts (change my account alert preferences)
Password	Password saved (change my password)
Secret questions	Secret questions saved (change my secret questions)
Delete account	Delete my ImmiAccount

An email is sent to your new email address.

Login to your new email account, and open the email notification from the department.



From: <noreply@immi.gov.au>
Date: 9 March 2015 11:09:34 am AEST
To: <finkelstein.g@flemail.com>
Subject: Confirm ImmiAccount Email Change

Email address change confirmation

To finkelstein.g@flemail.com

Username: georgiaf

This email has been sent to advise you that a change in the email address associated with your ImmiAccount has been requested.

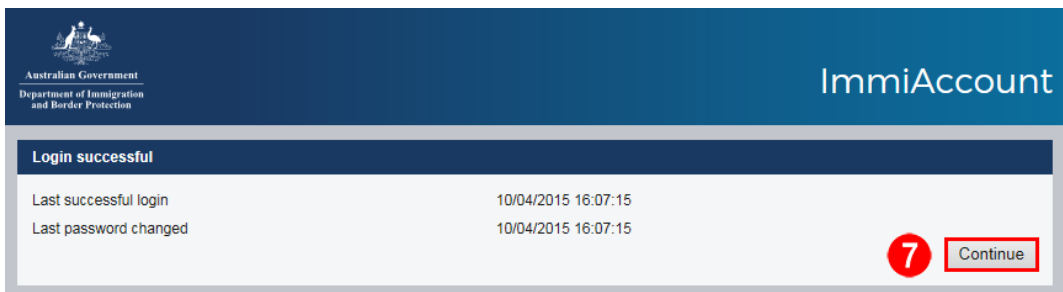
The email address associated with your ImmiAccount will be changed to this email address. Please use the following link to confirm the email address change.

<https://online.immi.gov.au/usm/changeEmail?id=664f1855-c916-400a-bcd4-d3509e01ab1d> 6

This link is only valid for 96 hours. Once it expires, you will need to restart the email change process from the "Manage account" menu in your ImmiAccount.

6. Click on the hyperlink in the email.

The **Login successful** page displays.



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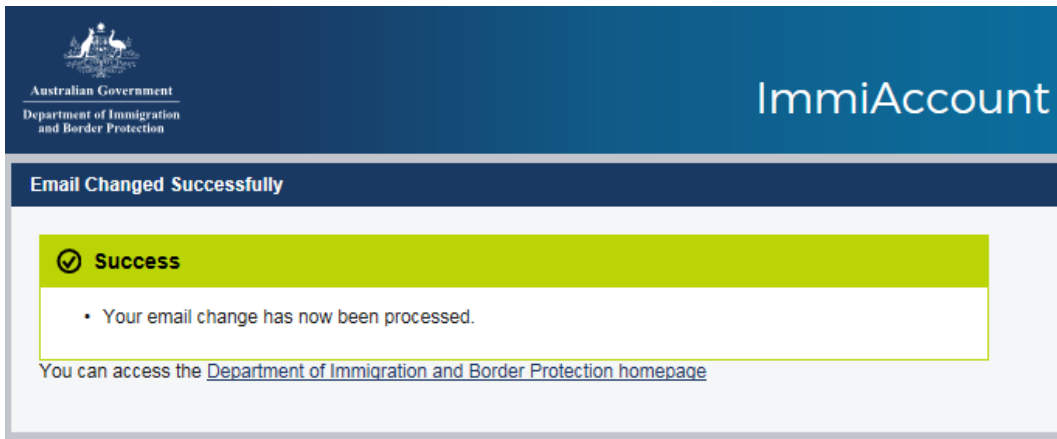
Login successful Account details Password Secret questions Alert preferences

Last successful login	10/04/2015 16:07:15
Last password changed	10/04/2015 16:07:15

7 Continue

7. Click **Continue**.

The **Email Changed Successfully** window displays a Success message.



You have successfully updated your **ImmiAccount** email address.