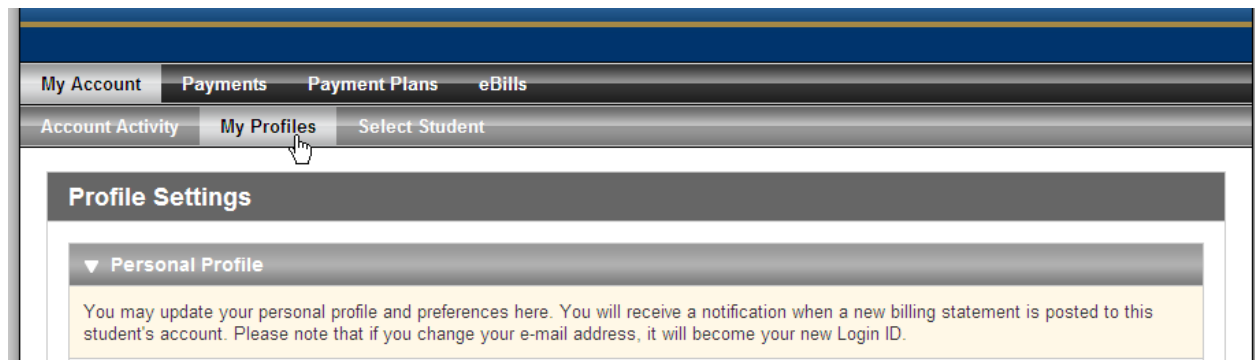
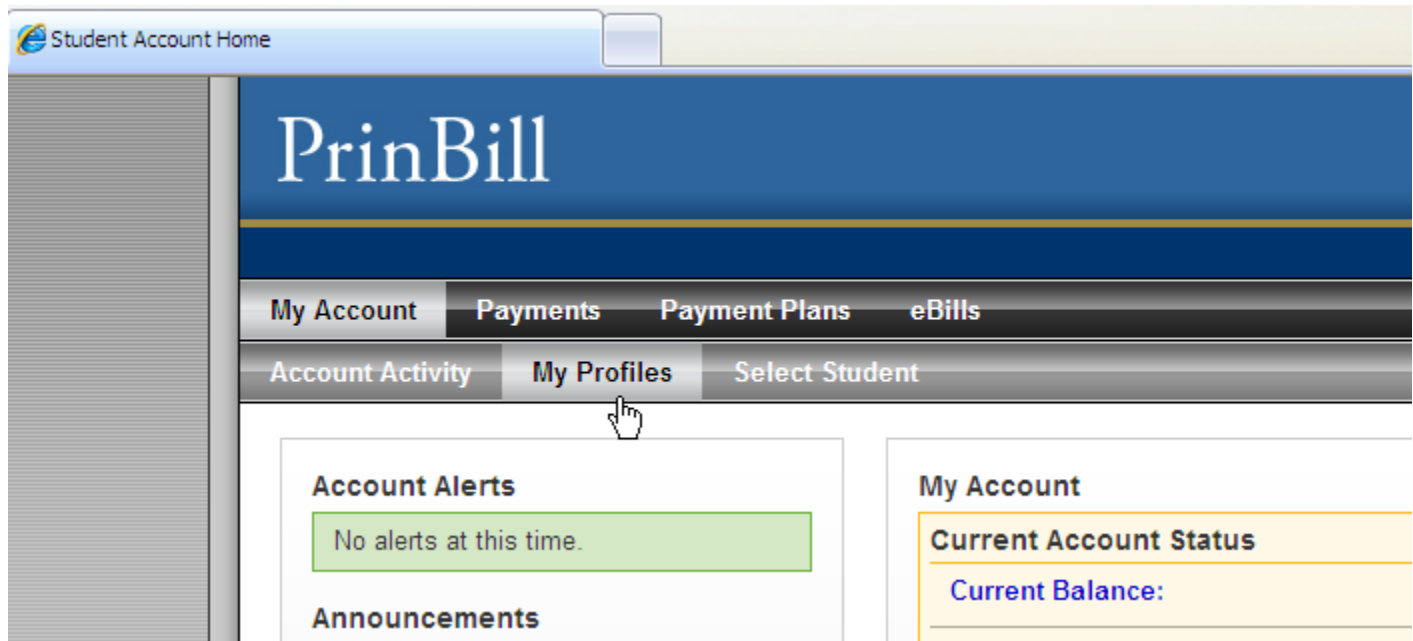


## How to Change your Authorized User Email Address

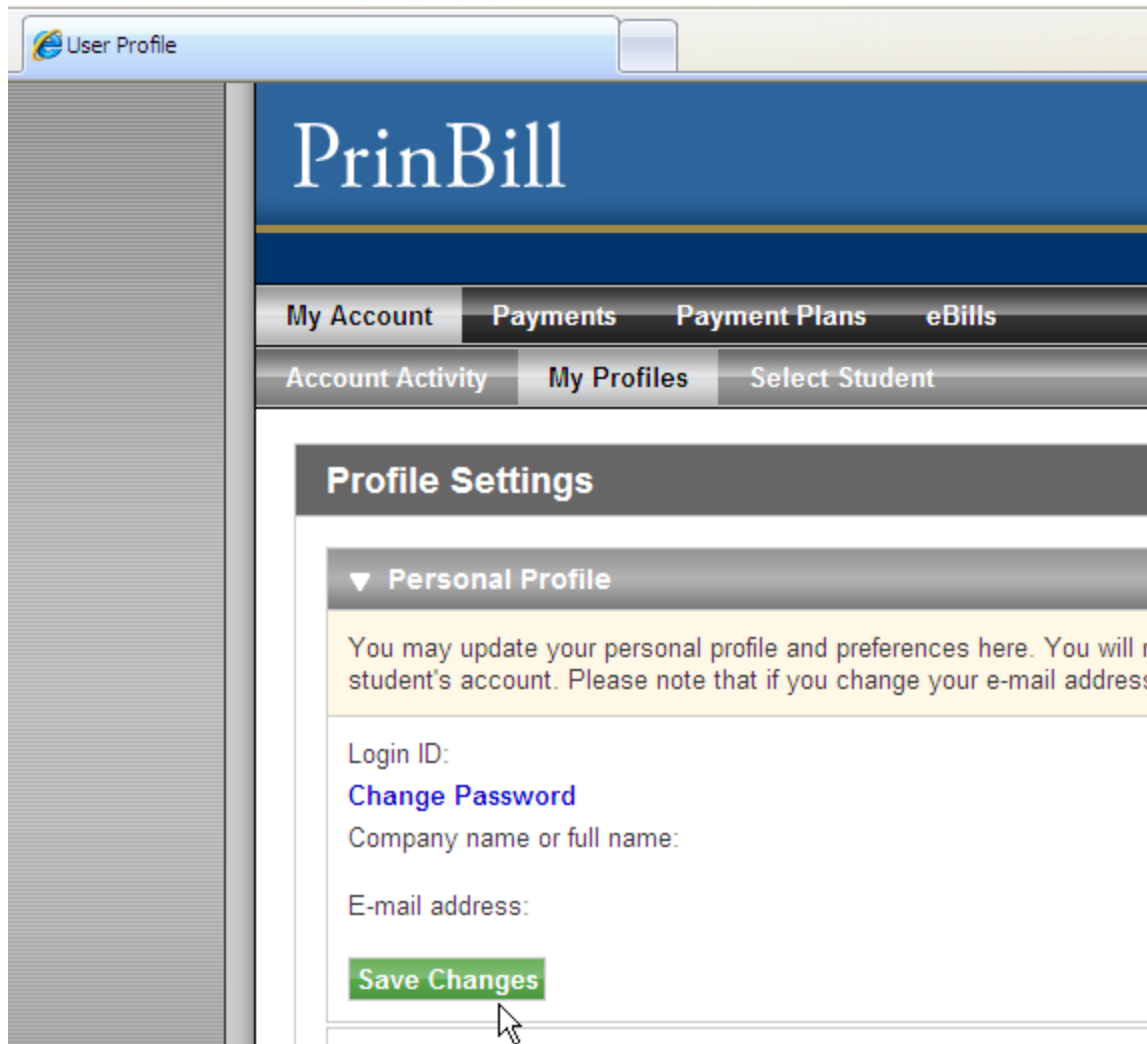
Log in to [www.prinbill.com](http://www.prinbill.com) with your existing email address and password

Go to “My Profiles” under the “My Account” tab



Type over your existing email address with your new email address

Click on the green “Save Changes”



Your new email address will become your login ID. Your password will remain the same unless you choose to change it.

If you do not remember your password and no longer have access to receive a password reminder at your old email address, please contact Billing Services for assistance.

Thank you!

#### **Billing Services Contact Information:**

##### **School Accounts:**

Cheryl Carbonell

##### **Email address**

cheryl.carbonell@principia.edu

##### **Direct Phone Number**

314-514-3122

##### **College Accounts:**

Milly Mensing

milly.mensing@principia.edu

314-275-3554