



How to: Change Your Email Address in CATS/myDEQ Portal

You may add an alternate email address, remove an email address, or promote an email address to be your primary notification address within the Profile section of the My Account page.

1. To Access your user email addresses, click My Account in the Quick Links list on the right side of the home page or click your avatar at the top right of the page and then click My Account.
2. On the My Account page, click Edit Profile to access your profile.
3. From the edit profile page, enter a new email address and click Add New Email. The email must be unique; it cannot be associated with any other myDEQ Portal account.
4. For security purposes, any change to your email address must be confirmed before it becomes active. A notification email message will be sent to the current primary email address, and a confirmation email will be sent to the new email address. To confirm the change, click the Confirm link within the email message sent to the new email address. You can also cancel the new email address by clicking Cancel Pending Action on the Profile section of the My Account page.
5. After you have confirmed the new email address, you may log into myDEQ Portal using any confirmed email address associated with your account as the user name. Your myDEQ Portal password is the same for any of your email accounts.
6. When two or more email addresses are associated to your account, you can choose to remove any of the alternate email addresses or promote an alternate email address to be the primary email address which receives correspondence from DEQ. Go to My Account and click Edit Profile. Click Set as Primary or Remove, as applicable.
 - a. You cannot remove a primary email address, but you may promote an alternate address to be the new primary email address and then remove the former primary email address.
 - b. Any changes to the primary email address or removal of an email address requires confirmation. The myDEQ Portal will send an email confirmation message to the address affected. You must click the confirmation link within the confirmation message for any pending changes to take effect.