



# Worker Email Update.

## How to change a verified worker email.

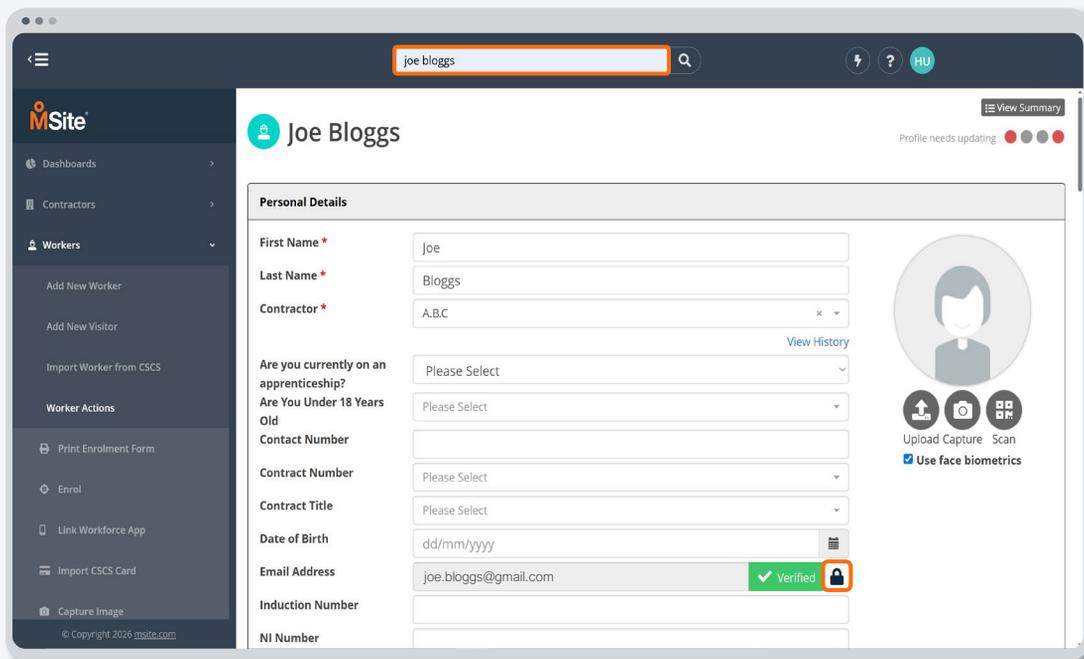
When a worker accepts a pre-registration invite and completes their profile, their email is verified and locked.

If this email ever needs changing/updating, please follow the below guide.

**Search worker name in Search Bar ➡ Open relevant worker profile**

### In worker profile:

- Click the padlock icon next to the email address 



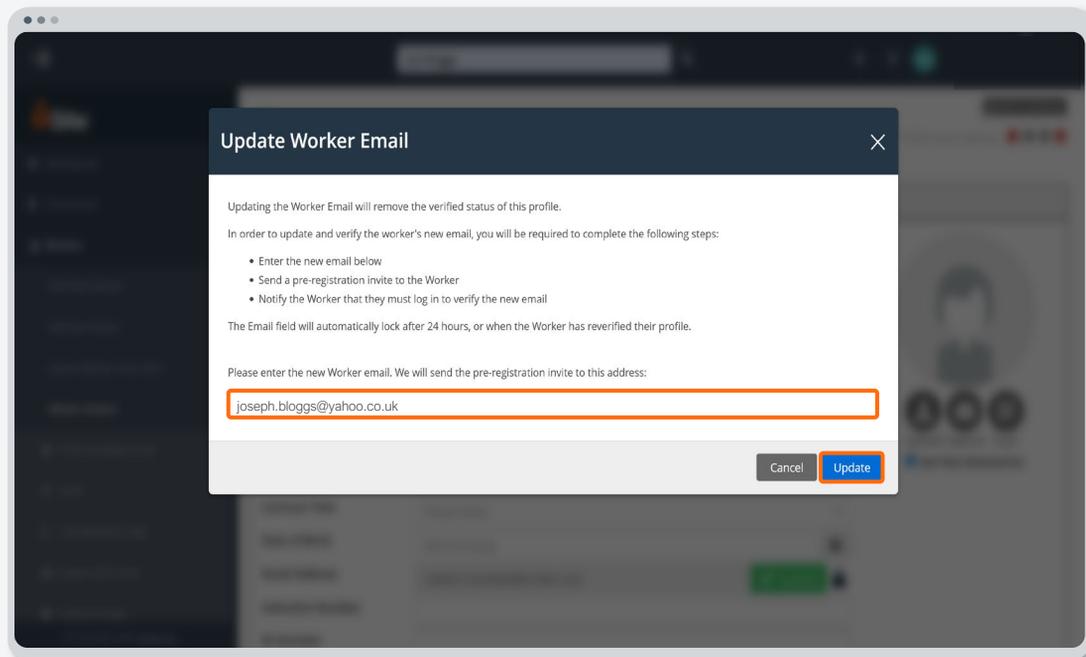


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## Update Worker Email:

- The following screen will pop up
- Enter the new email
- Select [Update](#)
- As per the instructions, after adding the new email you must send a new pre-registration invite to the worker as an '**Existing Worker**'
- Ensure to notify the worker that they need to now accept the new invitation and verify the new email





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## Update Worker Email:

- The worker profile will now look as below with the padlock icon shown as open 
- The email automatically lock again after 24hrs if not verified by the worker. The email will then return to the original

joseph.bloggs@yahoo.co.uk 

The screenshot shows the MSite worker profile for Joe Bloggs. The 'Personal Details' section includes fields for First Name (Joe), Last Name (Bloggs), Contractor (A.B.C), and Email Address (joseph.bloggs@yahoo.co.uk). The email address field is highlighted with an orange box and a padlock icon. The profile status is 'Profile needs updating' with three red dots. The left sidebar contains navigation options like Dashboards, Contractors, Workers, and Worker Actions.

- Once complete, scroll to the bottom of the page and click

Save

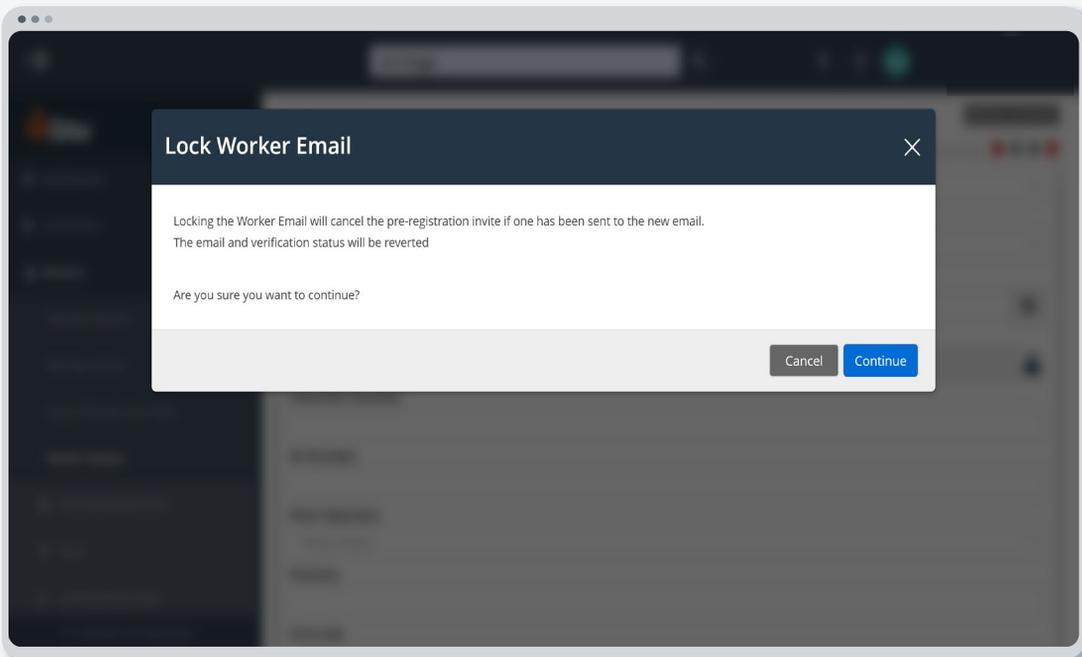


# Worker Email Update.

## Lock worker email.

If the email no longer needs to be changed, you can lock it again and it will return to its verified and locked status.

- To action this, simply click on the open padlock icon 
- You will then see the following screen



- Then, click [Continue](#)
- This will then cancel the pre-registration email if sent to the new email
- You will then be greeted with the below confirmation screen, click [OK](#)

