Parchment

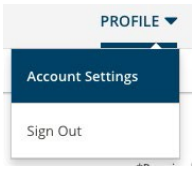
HOW TO ADD ADDITIONAL EMAIL ADDRESSES

You can have more than one email address tied to your Parchment account. If you used your school email address to create your Parchment account, you should add another email address because one day you may not have access to that school email account anymore (when you graduate or switch schools, for example).

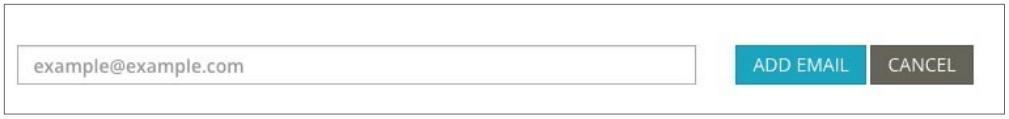
- When you sign in, you can use any email address that you've added to your account.
- You will have only one password.
- You can select which email address you would like to make the 'primary' email address. This means that when you place orders, we will send emails about your orders to the primary email address.

To add an email address to your account:

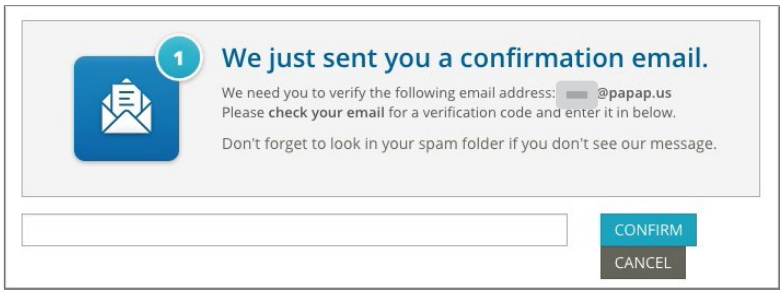
1. Sign in to **Parchment**.
2. Click Profile > Account Settings.



3. Click Add another email address to this account.
4. Enter the email address that you would like to add into the space provided and click Add Email.



5. You should get a message like this:



- If you do not get a message like the above and instead get a message telling you that an account with that email address already exists, you can merge the two accounts. Go to the **Merge multiple accounts section**.

6. Check your email (make sure you check the email account that you just added). You should have received an email from us with a code in it. Enter the code into the box provided and click Confirm



7. You now have two email addresses tied to the account.

parchment

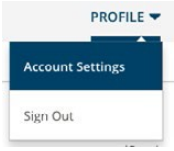
HOW TO MERGE ACCOUNTS

If you have more than one Parchment account, you can merge them. Your order history and any credentials that you have stored on your dashboard will be merged together so that everything is in one account.

- Some items cannot be merged, such as your college list (if you are still in high school) or your high school counselor's email address. To keep items like your college list and counselor's email address saved, make sure you go into the account that has this information and add the secondary account from there.
- To successfully merge accounts, your first name, last name, and date of birth must match exactly in both accounts. If they do not, you will get an error message. Also, make sure you enter your email address very carefully when you add it because the system needs to locate it.

To merge two accounts:

1. Sign in to one of your **Parchment** accounts.
   - Your order history and any credentials on your dashboard will merge. If any other information is saved in one of your accounts, such as your college list, sign in to the account that has this information.
2. Click Profile > Account Settings.

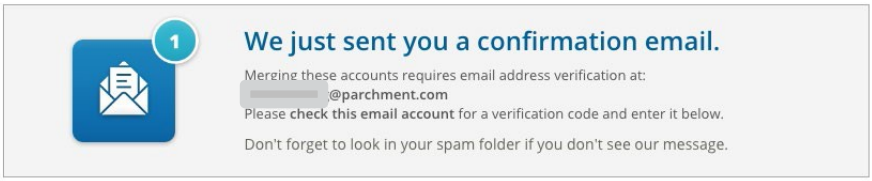


3. Click Add another email address to this account.
4. Enter your secondary email address into the space provided and click Add Email. You should get a message like this:



   - If you do not get this message, double check that your first name, last name, and date of birth match in both accounts. You can make any necessary changes under the Your Information section in your Account Settings.

5. Click Yes. You will get this message:



6. Check your email (make sure you check the email account that you just added) for the verification code. Enter the code into the box and click Confirm.



7. You should get a success message like this

