

## **Instructions on how to verify and update your e-mail address.**

*To verify your e-mail address:*

1. Go to <http://www.eligcert.ed.gov/>.
2. Click on "Display your PPA/ECAR".
3. Log on to the Electronic Application (E-App) (contact the School Participation Team if you have questions regarding your logon).
4. Scroll through the ECAR until you get to the Officials Section beginning at page D1. Review the information for your officials. If an update to any e-mail address is needed please submit an "Update Application" following the instructions below.

*To update your e-mail address:*

1. Go to <http://www.eligcert.ed.gov/>. (Or use your back button to get to the first page of the Application if you are already in the E-App).
2. Click on E-App (upper left hand corner) to start the process.
3. In Question 1, scroll down and select "Update Information. The purpose of this application is to update information about the institution." by entering a check mark in that box.
4. In the first drop down box below the check-marked box, select and highlight "Change Phone/Fax Number or Internet Address" from the pick list.
5. Scroll down to the bottom of the page and click on "OK/Save Data."
6. You will be taken to Section A - page 2. View Question 10 - Chief Executive Officer (CEO)/president/chancellor and Question 12 - Chief Financial Aid Director. Edit the e-mail address.
7. Scroll to bottom of the page and Click on "OK/Save Data".
8. You will be taken to the "Submit Application" page.
9. Click on "Submit Application" to finish the process.

**Note: If the only change you make to the application is the e-mail address, a signature page is not required.**

If you have any questions, contact the School Participation Team for your state. The phone numbers are listed on the E-App.