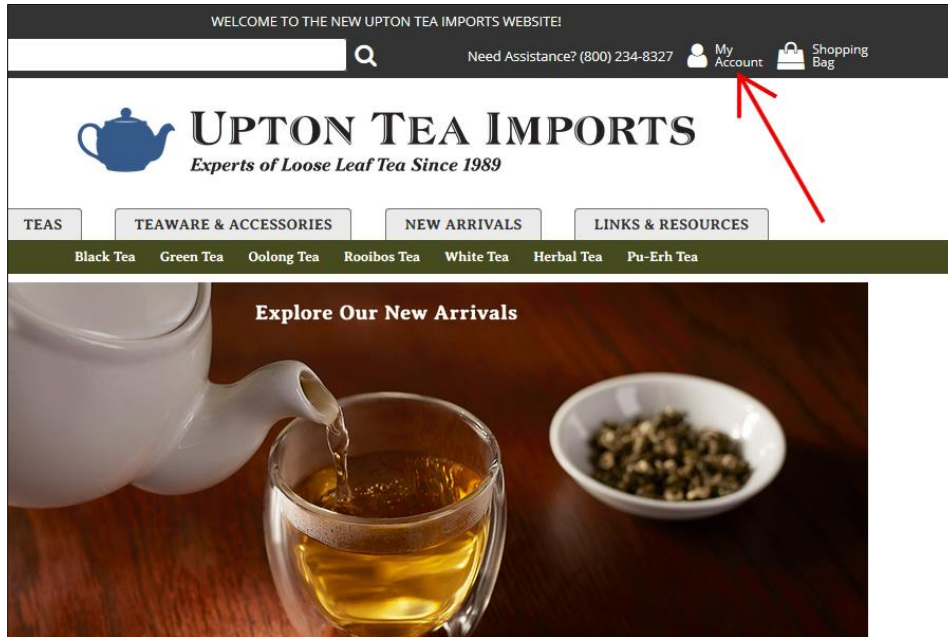
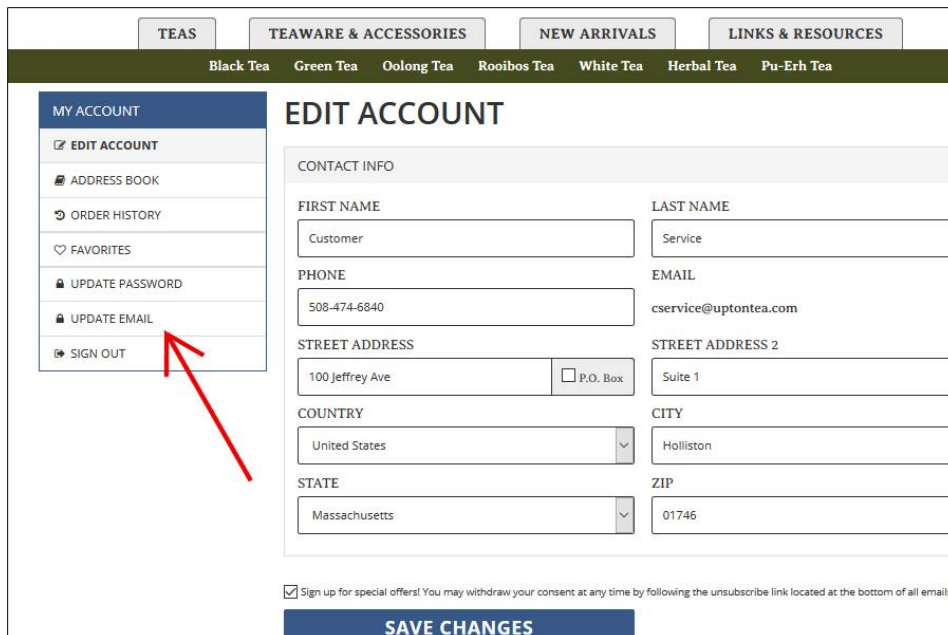


How do I change my e-mail address?

1. If you are logged in to your account, click on the *My Account* icon in the upper right-hand corner of the page.



2. Click on *Update Email*, located in the *My Account* menu.

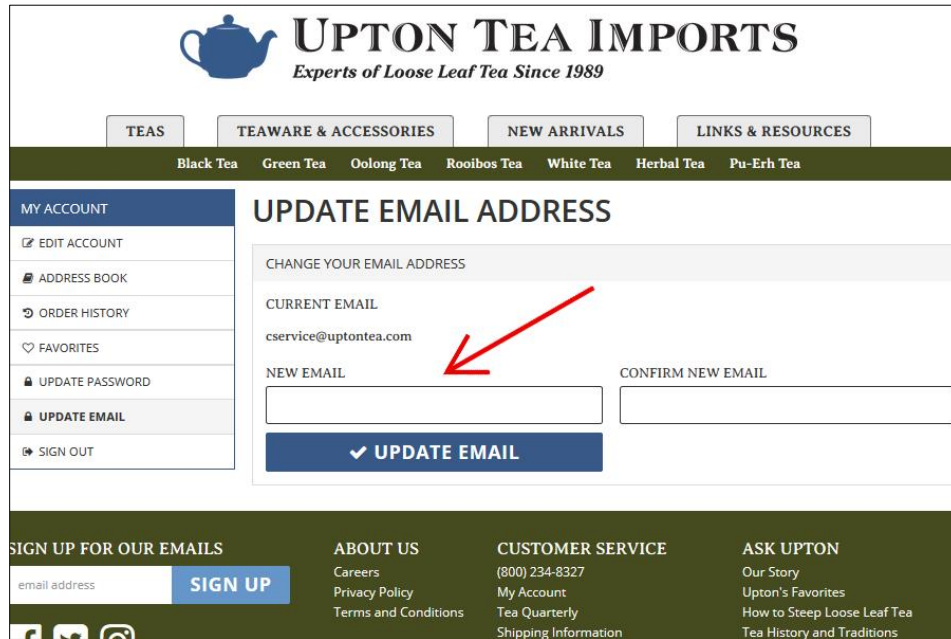


The screenshot shows the "EDIT ACCOUNT" page. On the left, there is a "MY ACCOUNT" sidebar with several options: "EDIT ACCOUNT", "ADDRESS BOOK", "ORDER HISTORY", "FAVORITES", "UPDATE PASSWORD", "UPDATE EMAIL", and "SIGN OUT". A red arrow points to the "UPDATE EMAIL" option. The main content area is titled "EDIT ACCOUNT" and contains a "CONTACT INFO" section with the following fields:

| | |
|---|-----------------------|
| FIRST NAME | LAST NAME |
| Customer | Service |
| PHONE | EMAIL |
| 508-474-6840 | cservice@uptontea.com |
| STREET ADDRESS | STREET ADDRESS 2 |
| 100 Jeffrey Ave <input type="checkbox"/> P.O. Box | Suite 1 |
| COUNTRY | CITY |
| United States | Holliston |
| STATE | ZIP |
| Massachusetts | 01746 |

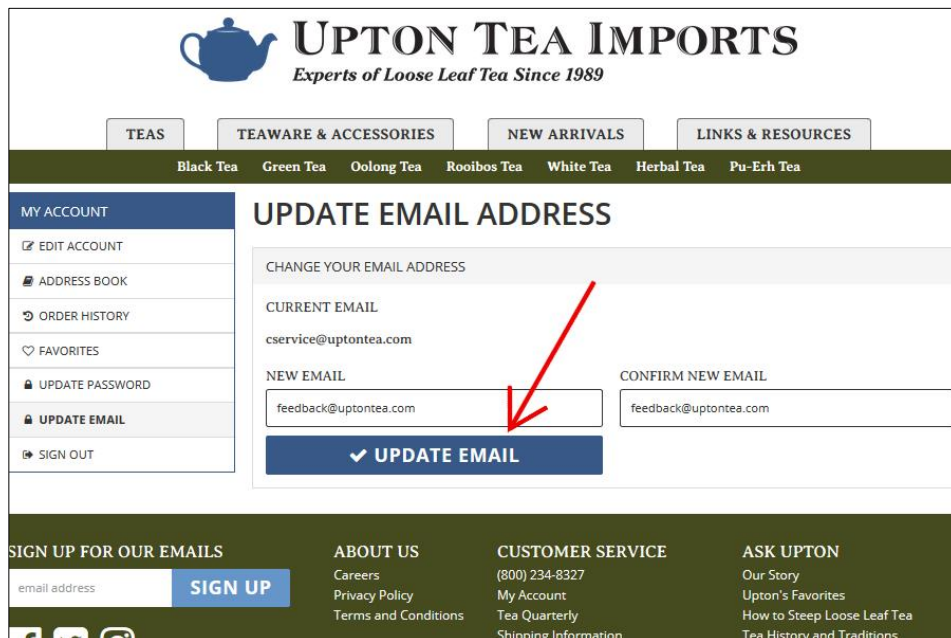
At the bottom of the form, there is a checkbox labeled "Sign up for special offers! You may withdraw your consent at any time by following the unsubscribe link located at the bottom of all emails." and a blue "SAVE CHANGES" button.

3. Enter your *New Email Address* in the *New Email* text box.



The screenshot shows the 'UPDATE EMAIL ADDRESS' page on the Upton Tea Imports website. The page header includes the company logo and navigation tabs for 'TEAS', 'TEAWARE & ACCESSORIES', 'NEW ARRIVALS', and 'LINKS & RESOURCES'. Below the header is a sub-navigation bar with categories like 'Black Tea', 'Green Tea', 'Oolong Tea', 'Rooibos Tea', 'White Tea', 'Herbal Tea', and 'Pu-Erh Tea'. On the left, there is a 'MY ACCOUNT' sidebar with options like 'EDIT ACCOUNT', 'ADDRESS BOOK', 'ORDER HISTORY', 'FAVORITES', 'UPDATE PASSWORD', 'UPDATE EMAIL', and 'SIGN OUT'. The main content area is titled 'UPDATE EMAIL ADDRESS' and contains a form with the following fields: 'CURRENT EMAIL' (cservice@upton.com), 'NEW EMAIL' (empty), and 'CONFIRM NEW EMAIL' (empty). A red arrow points to the 'NEW EMAIL' text box. Below the form is a blue 'UPDATE EMAIL' button. At the bottom, there is a footer with a 'SIGN UP FOR OUR EMAILS' section, 'ABOUT US' links, 'CUSTOMER SERVICE' contact information, and 'ASK UPTON' links.

4. Confirm your *New Email Address* by entering it a second time in the *Confirm New Email* text box to the right. Click on *Update Email*.



This screenshot is identical to the one above, but the 'NEW EMAIL' and 'CONFIRM NEW EMAIL' text boxes now both contain the email address 'feedback@upton.com'. A red arrow points to the 'NEW EMAIL' text box. The 'UPDATE EMAIL' button remains visible below the form.