

# Changing an email address

A username's email address can be changed online in the NETIM control panel (<https://netim.com/direct>)

This procedure should only be used in the following situations:

- You have lost your credential making it impossible to make the changes online
- the current email address is no longer valid, so that you can receive the current password

## **User name**

NETIM handle

.....

Firstname and lastname

.....

New email address

.....

I, the undersigned, holder of the above handle, hereby request the email address associated with this handle to be changed.

I furthermore certify that I have the authority to request such a change and to obtain new credential for this handle. These credential will be sent to me by email to the new address detailed above as well as to the current handle address.

I attach identification to this letter (either the individual or the representative of the organisation) to justify my request.

I also take note of the fact that NETIM cannot proceed with any changes if I am unable to prove the identity of the holder of the handle, and that NETIM will not be held responsible for any delays resulting from missing information or if the form is not correctly completed

**Date :** .....

**Place:** .....

**Surname and lastname :** .....

**Signature**

**Documents to be returned either :**

**By email to** [support@netim.com](mailto:support@netim.com)

**By fax to** +33.366720504

**By post to** NETIM, 165 avenue de Bretagne, 59000 Lille - FRANCE