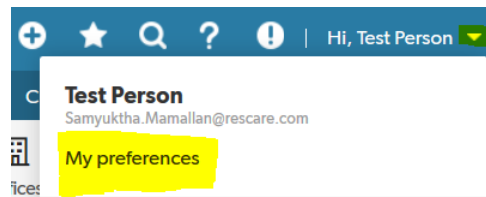

HOW TO CHANGE YOUR EMAIL ADDRESS IN QUICKBASE

1. Log into QuickBase. On the top right corner, click the arrow next to where your name is displayed. See screenshot below



2. Click the option 'My Preferences' in the drop down



3. Change your email address from your @rescare.com email address to your new @equusworks.com email address.

Quick Base My Preferences

▼ **My User Preferences**

New/Updated Icons ☒ Hide "New" and "Updated" flags NEW UPDATE

UI Spacing

<input type="radio"/> Relaxed	<input checked="" type="radio"/> Regular	<input type="radio"/> Condensed
Relaxed	Regular	Condensed
Relaxed	Regular	Condensed
Relaxed	Regular	Condensed

▼ **My User Information**

First Name	<input type="text" value="Test"/>
Last Name	<input type="text" value="Person"/>
Email Address	<input type="text" value="Samyuktha.Mamallan@rescare.com"/>
User Name	<input type="text"/>

4. Once you click the save button, you will be asked to follow a 2 step verification process to confirm your new email address.