

Change login email address

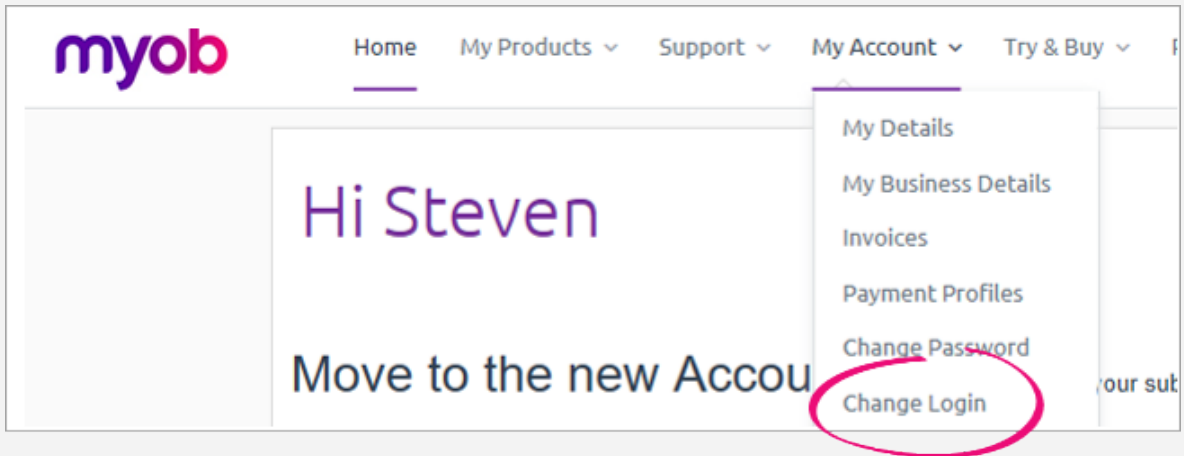
Every user can view and edit their own user details. Administrators can also change the access level (**standard user** or **administrator**) for any user. For more information about user access levels, see [Users](#).

Editing other users' details Only an administrator can edit other users' details.

To change your MYOB Essentials login email address

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1. Sign in to my.MYOB with your current email address and password (Australia | New Zealand).
2. Go to the **My Account** menu at the top of the screen and choose **Change Login**.



3. Update your login.

If you don't see 'My Account' or 'Change Login'

An MYOB Essentials administrator will need to [create a new user](#) and specify the new email address. An invitation will then be sent to the new email address. Once the new login has been set up, the old user can be deleted as described above.

Related topics

- [Users](#)
- [Creating users](#)
- [Changing and resetting user passwords](#)
- [Adding more users or businesses](#)
- [Invite your accountant](#)

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