

Change Alchemer Account Administrator to New Email

After personnel changes within your organization, you may need to change the account administrator to a new email.

If the current account administrator is still at the organization the easiest way to achieve this would be to have them log in and change their email address. Here is our tutorial on [Changing a Login Email Address](#).

If the account administrator left the organization altogether, the easiest way to achieve this would be to have your IT department forward that individual's email address to you or someone else in the organization. Then, you can simply use the Forgot your password link on the login screen to receive a temporary password. Once you access the account you can then change the login email address. Here is our tutorial on [Changing a Login Email Address](#).



Finally, if none of these work for you, we're happy to help! Just fill out this [Admin Change Request Form](#).

Here's what you'll need to complete this form.

1. The account ID and organization
2. A copy of your request on company letterhead.
3. Contact information for the current admin and the new admin

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