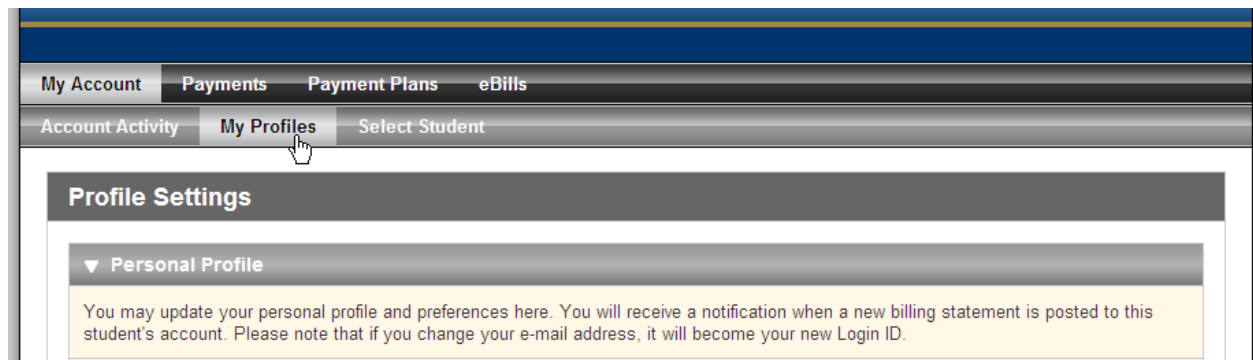
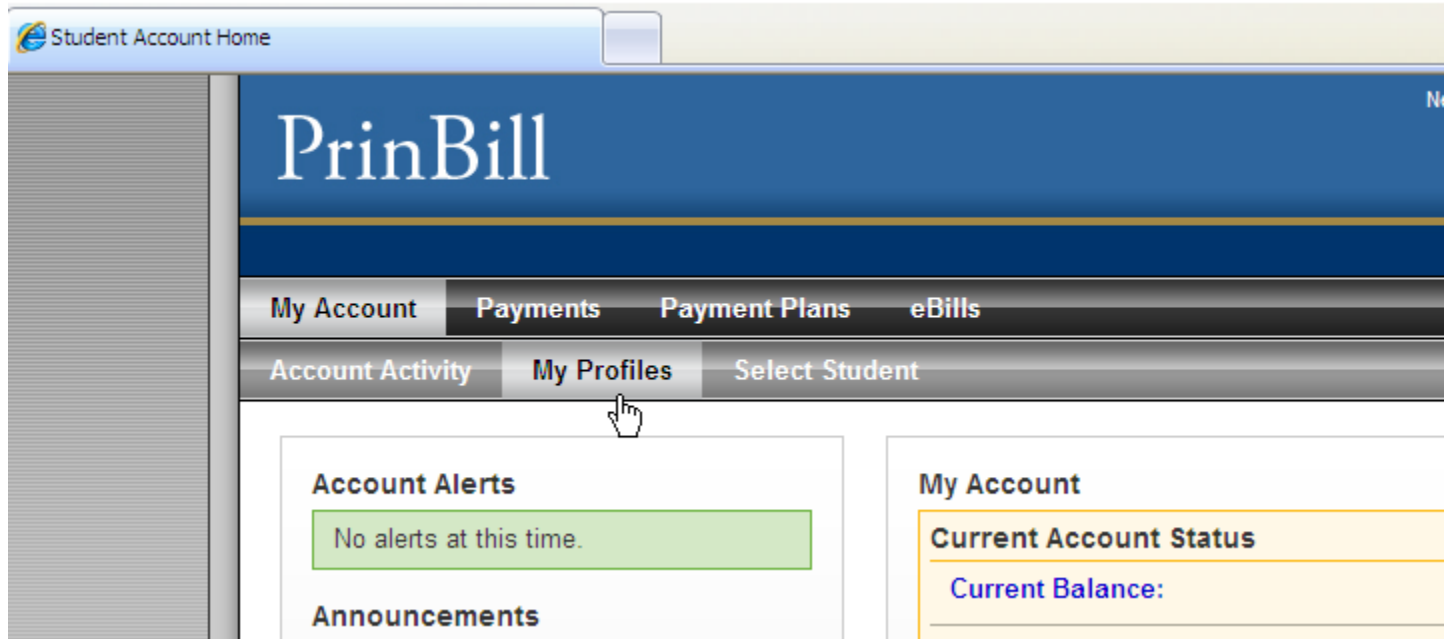


How to Change your Authorized User Email Address

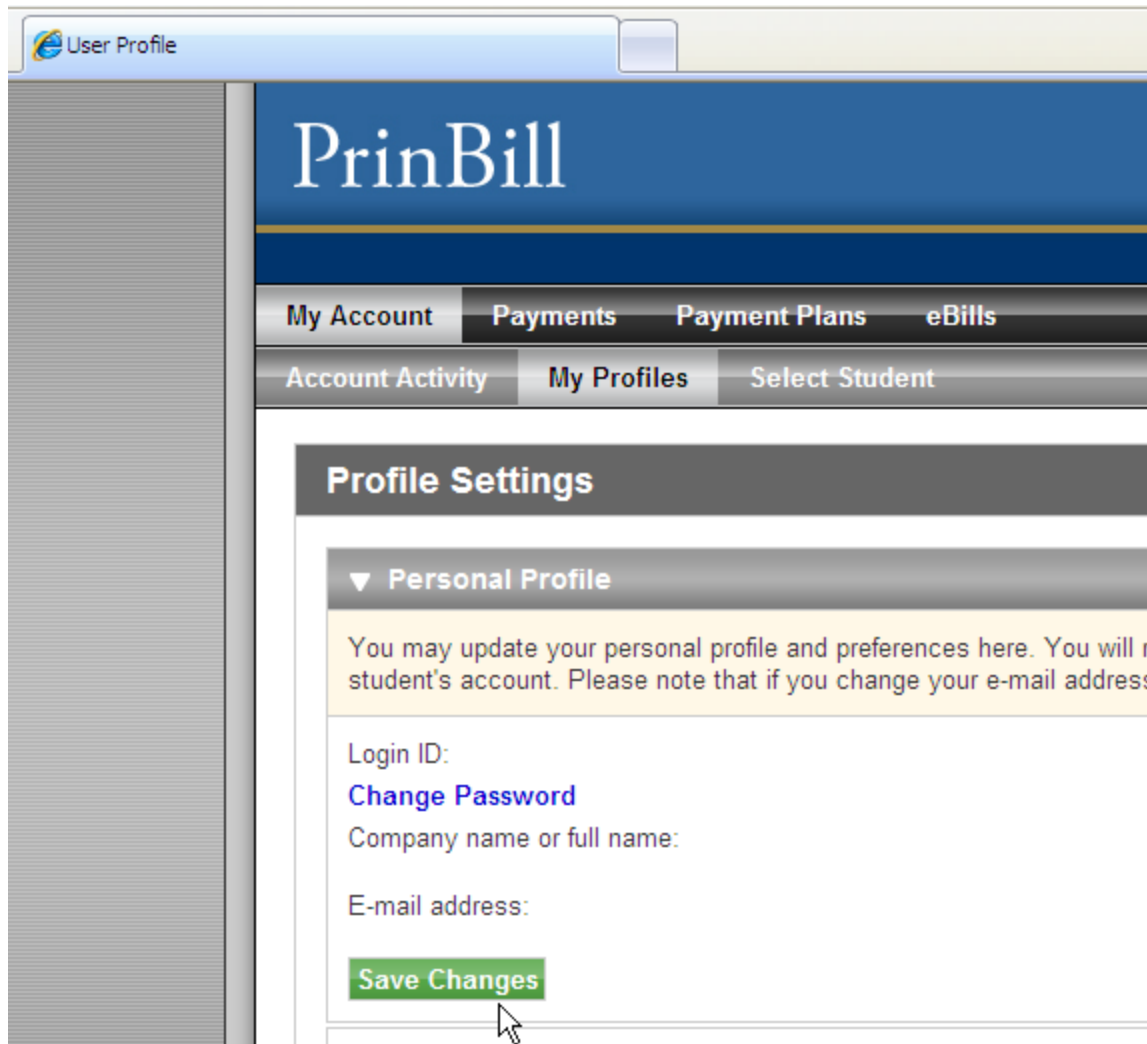
Log in to www.prinbill.com with your existing email address and password

Go to “My Profiles” under the “My Account” tab



Type over your existing email address with your new email address

Click on the green “Save Changes”



Your new email address will become your login ID. Your password will remain the same unless you choose to change it.

If you do not remember your password and no longer have access to receive a password reminder at your old email address, please contact Billing Services for assistance.

Thank you!

Billing Services Contact Information:

School Accounts:

Cheryl Carbonell

Email address

cheryl.carbonell@principia.edu

Direct Phone Number

314-514-3122

College Accounts:

Mac Estes

mac.estes@principia.edu

618-374-5141