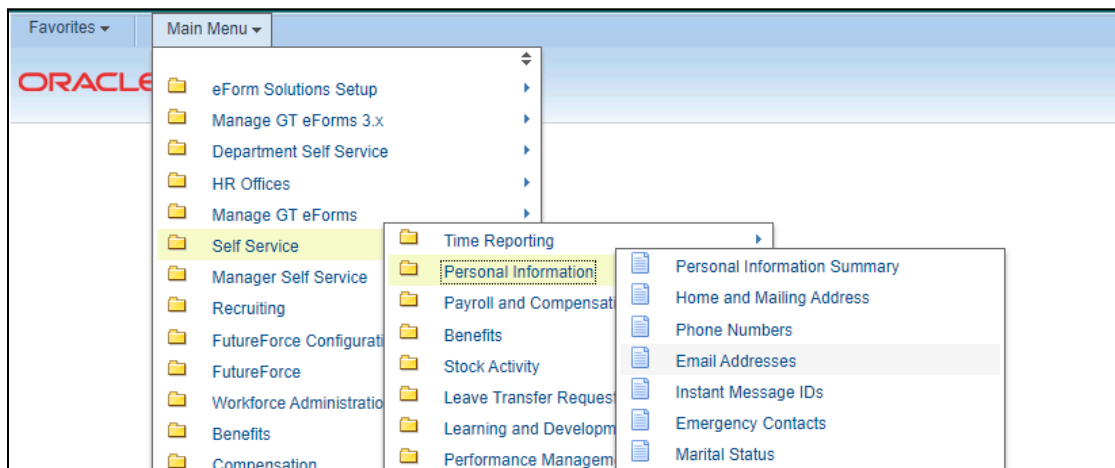**B** **BAIS MODERNIZATION PROJECT**

How to Reset Masked Emails in UAT

In the UAT environment, e-mail addresses are *masked* to a default email address (mis.hcmworkflowtest@cityofboston.gov) in order to avoid sending emails from the test environment.

1. If your testing requires that you receive email notifications, please navigate to:
   Main Menu > Self Service > Personal Information > Email Addresses

2. Once you are there:
   - Change the Home email to your Boston.gov address
     - If you don't have one, click Add Email Address
   - Check Preferred and click Save before exiting the screen.

3. If you run into any difficulties with resetting your password, please chat us in the UAT - HCM or UAT - FN chats, visit us in the training room from 10:00 AM - 12:00 PM or 1:00 - 3:00 PM, or contact us at baismod@boston.gov.