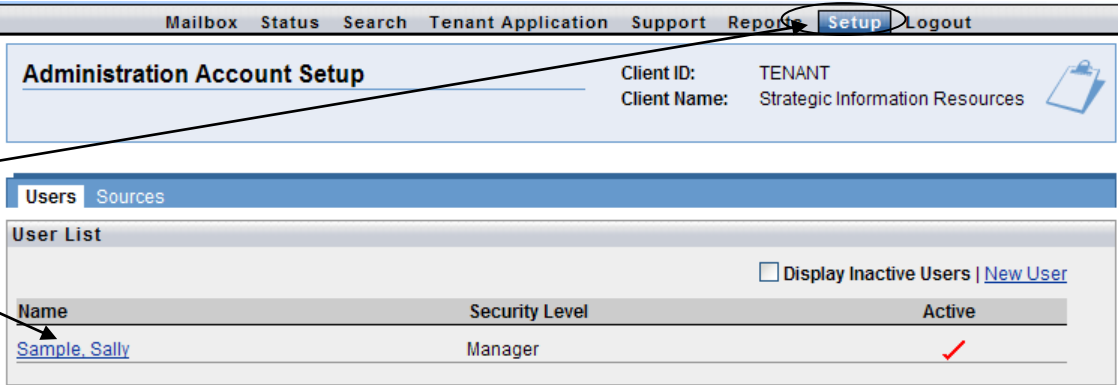


Changing your password

To change your password, click on the SETUP tab and then click on your name.

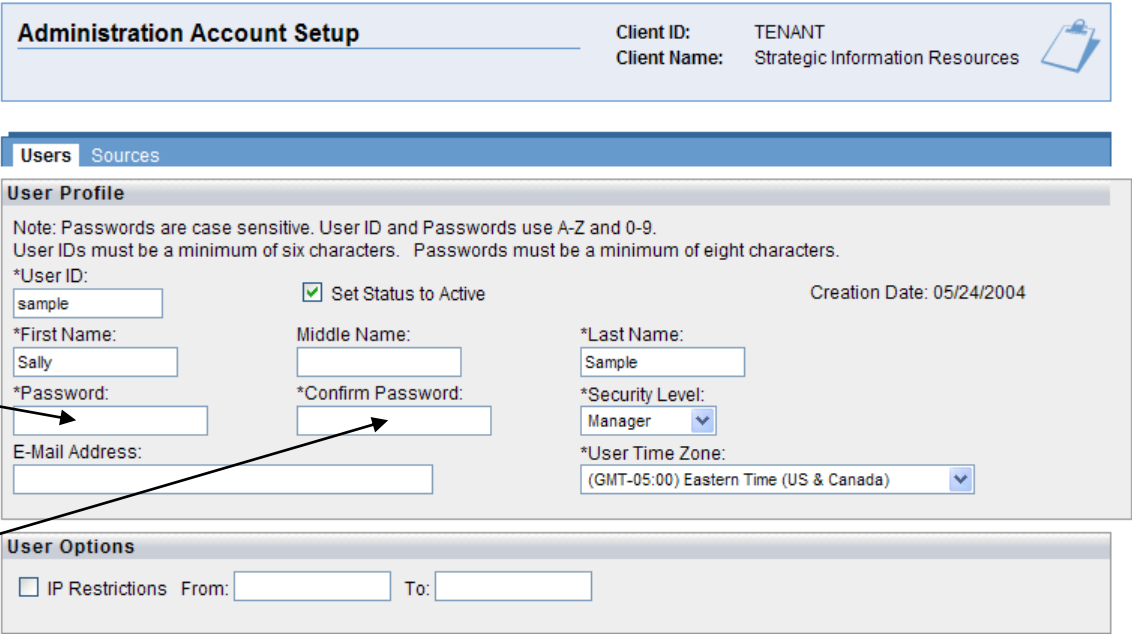


1. Click SETUP tab

2. Click on your name

The screenshot shows the 'Administration Account Setup' page with the 'Setup' tab highlighted in the navigation bar. Below, the 'Users' tab is selected, and the 'User List' table shows a user named 'Sample, Sally' with a 'Manager' security level and an 'Active' status. An arrow points from the 'Setup' tab to the 'Administration Account Setup' header, and another arrow points from the 'Sample, Sally' name in the table to the 'User Profile' form in the next screenshot.

Once you click on your name the following screen will open up. In the PASSWORD field please enter a new password. Passwords are case sensitive and must contain 8-10 characters including numbers and letters. We recommend using a combination of upper and lowercase letters with at least one number for maximum security. In the field marked CONFIRM PASSWORD, please re-enter the new password to confirm. Click SAVE at the bottom of the page.



3. Enter new password (must be 8-10 characters)

4. Re-enter new password to confirm.

5. Click SAVE.

The screenshot shows the 'User Profile' form for 'Sample, Sally'. It includes fields for *User ID (sample), *First Name (Sally), *Last Name (Sample), *Password, *Confirm Password, *Security Level (Manager), and *User Time Zone (GMT-05:00 Eastern Time (US & Canada)). There are also checkboxes for 'Set Status to Active' and 'IP Restrictions'. At the bottom, there are 'Back' and 'Save' buttons. Arrows from the numbered instructions point to the respective fields and buttons.

If the new password is saved correctly, a green bar will appear at the top indicating that the password change was successful.