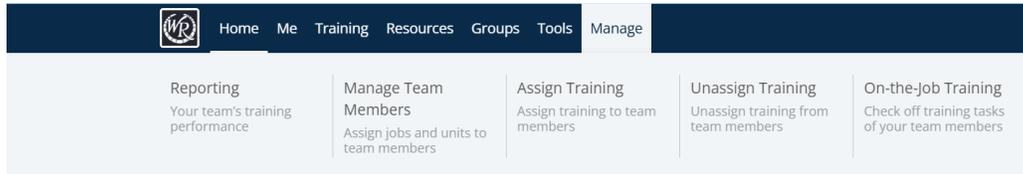


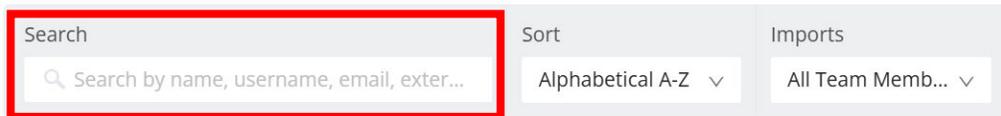


How to Change Login Password

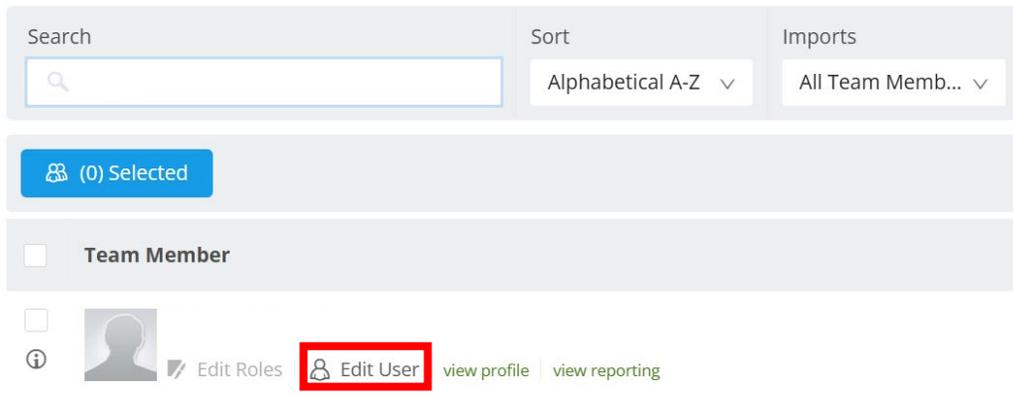
To change a team member's password, hover over **Manage** and select **Manage Team Members**.



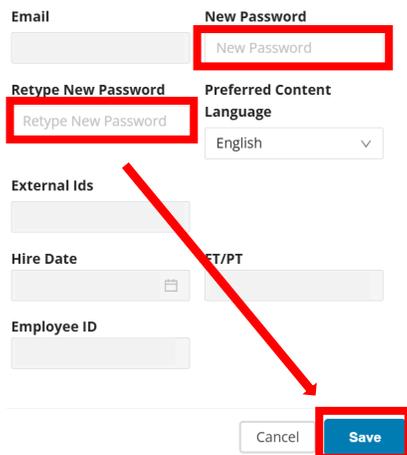
Enter the team members name or employee ID into the **Search**.



Click **Edit User**.



Type the desired **New Password** in the boxes and click **Save**. The password must be at least 8 characters and must contain at least one uppercase character.



Communicate the changed password to the team member.

