



How Do I Change My Password?

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Steps: Change Password

- 1) To access, **click Change Password** on the left hand side menu on the *My Practice* Page.
- 2) **Enter your current password in the “Old Password” field.**
- 3) **Enter your new password in the “New Password” field.**
- 4) **Re-enter your new password in the “Re-type New Password” field.**
- 5) **Click “Ok.”**

TIPS:

- Passwords should contain both alpha and numeric characters and may contain two duplicate characters in a row.
- You will be required to change your password every 12 months for security purposes.
- If you ever forget your password, you can use the Forgot Password link at the Provider Sign In screen to reset it online.