



PASSWORD AND EMAIL NOTIFICATION CHANGES

To change your password:

1. **LOG IN** to the website with your **USERNAME** and **PASSWORD**.
2. Click on “**Welcome, [Your Name]**” at the top.
3. Click on **ACCOUNT & SETTINGS**.
4. Click on **PROFILE**.
5. On the profile page you have the option to make changes, click on **change** next to **Password**.
6. Make changes and **SAVE**.

Password must be 8 characters, a combo of alphanumeric, and must contain at least one number.

CHANGE EMAIL NOTIFICATIONS

1. **LOG IN** to the system with your **USERNAME** and **PASSWORD**.
2. Click on the drop down arrow next to “**Welcome, [Your Name]**”.
3. Click on **ACCOUNT + SETTINGS**.
4. Click on **INFORMATION & SETTINGS**, to the left.

From this page you can customize your profile and notifications.