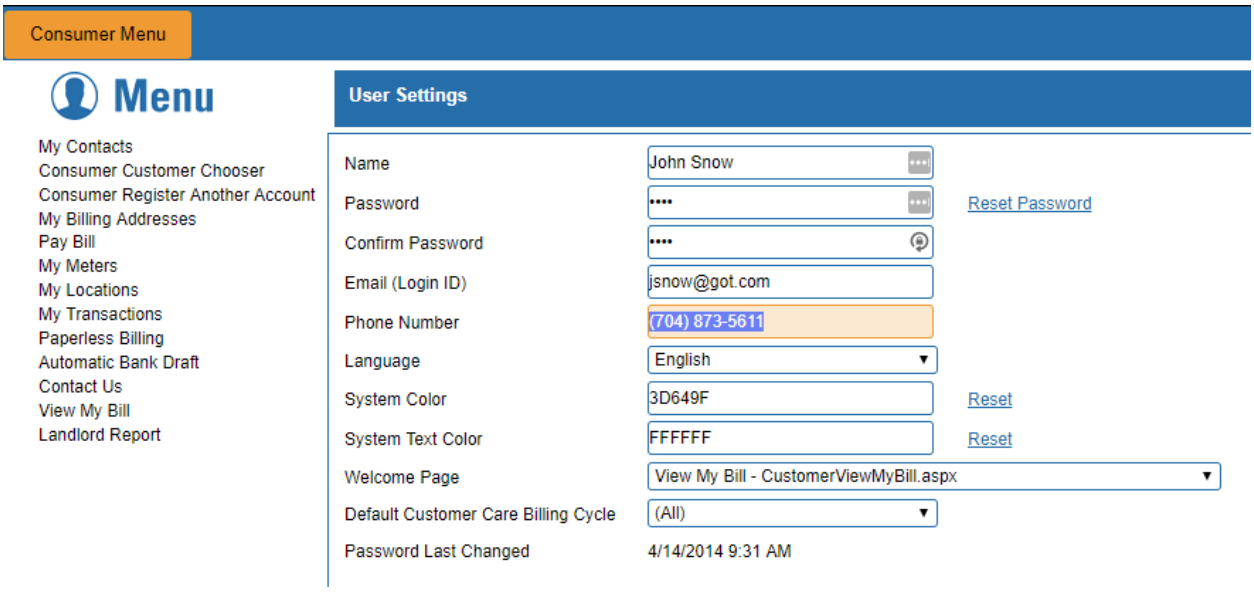
Changing your Login ID for online access

Along the upper-right of your browser screen you will see the Toolbar as shown below. Hover over the "person" icon with your mouse will display the menu to select **Settings** or **Logout**. Click on Settings.



- Your Name is the name that you registered as or is the name on the account
- We do not allow you to see the **Password** that is already on file, but you can enter a new one here if necessary; or you can click **Reset Password** to have a link sent, via the email address listed below, that can be used to help reset your password.
- Your EMAIL (**Login ID)** is the email you used when you originally created this online profile, and can be changed; You must change the email here to change the email used for logging into the system. Change or deleting your email under "My Contacts" will not change the Login ID.
- You can also see when your **Password** was **Last Changed.**

Click [**Save**] on the far-right side of the screen to record your changes or [**Cancel**] if you change your mind.