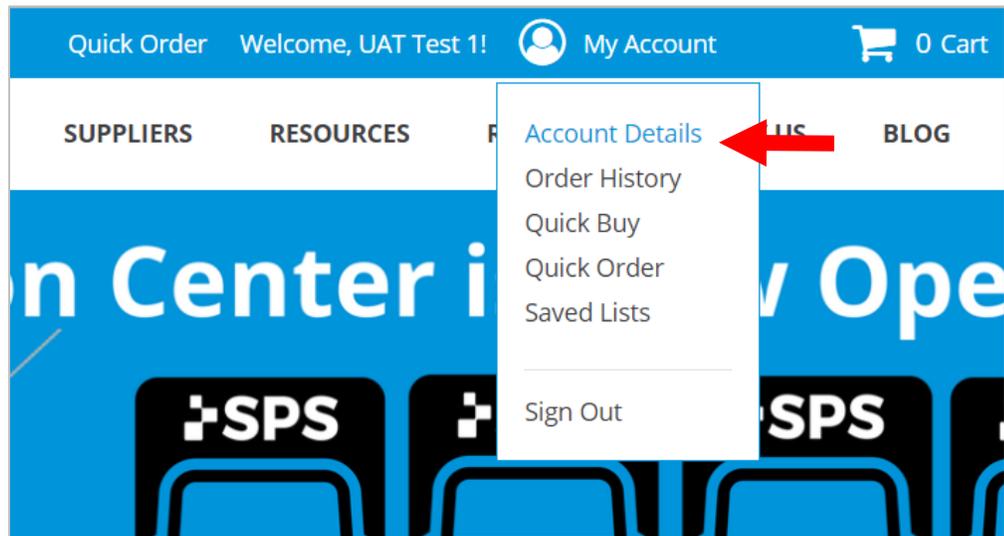


# Change Password

1. Go to **My Account** → **Account Details**.



2. Under Account Information, scroll to Current Password

3. Click the **Change Password** check box

A screenshot of the "Account Information" form. The form has a title "Account Information" and a dropdown arrow. It contains several sections: "Personal Information" with a dropdown arrow, "Name \*" with a text input field containing "UAT Test", "Email Address \*" with a text input field containing "uattest1@spsco.com", "SPS Account Number \*" with a text input field containing "88", and "Current Password" with a text input field containing ".....". At the bottom, there is a checkbox labeled "Change Password" which is checked, with a red arrow pointing to it.

800-767-7776 x3

[Contact Your Sales Manager](#)



# Change Password

800-767-7776 x3

[Contact Your Sales Manager](#)

4. Enter in a new password
5. Confirm the password

**Current Password**

.....

Change Password

---

**Change Password**

**New Password**

.....

**Confirm Password**

.....

6. Scroll to the bottom
7. Click **UPDATE ACCOUNT**

Key West Florida

**Postal Code** **Country**

30005 United States

**Phone Number \*** **Ext.**

*i.e. 555-123-4567*

**Fax** **Ext.**

*i.e. 555-123-4567*

If you need to make a change to your company information, please [contact SPS customer support](#)

**UPDATE ACCOUNT** 

