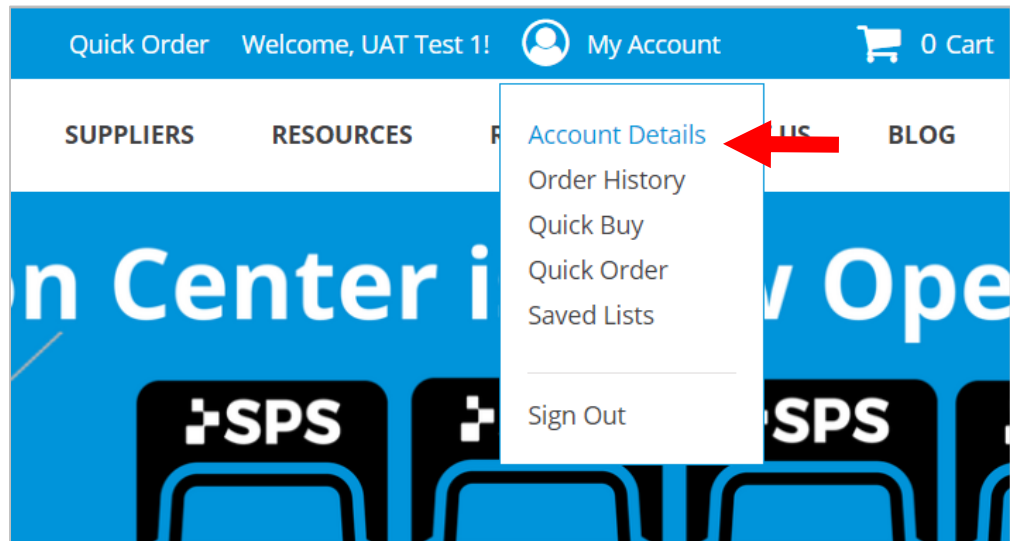


# Change Password

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

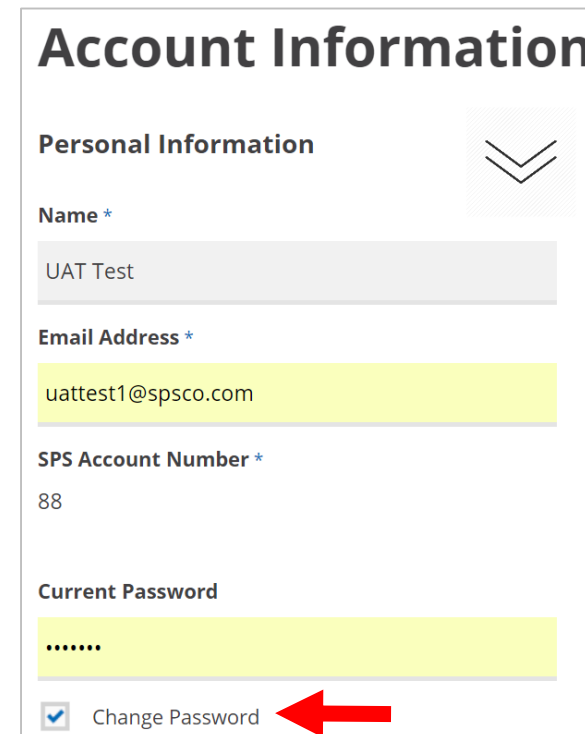


800-767-7776 x3

[Contact Your Sales Manager](#)

2. Under Account Information, scroll to Current Password

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

A screenshot of the 'Account Information' form. The title 'Account Information' is at the top. Below it is a section titled 'Personal Information' with a dropdown arrow. The form contains three input fields: 'Name \*' with 'UAT Test', 'Email Address \*' with 'uattest1@spsco.com', and 'SPS Account Number \*' with '88'. Below these is a 'Current Password' section with a masked input field. At the bottom, there is a checkbox labeled 'Change Password' which is checked, with a red arrow pointing to it.

# Change Password

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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**

30005

**Country**

United States

**Phone Number \***

*i.e. 555-123-4567*

**Ext.**

**Fax**

*i.e. 555-123-4567*

**Ext.**

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

**UPDATE ACCOUNT**

