



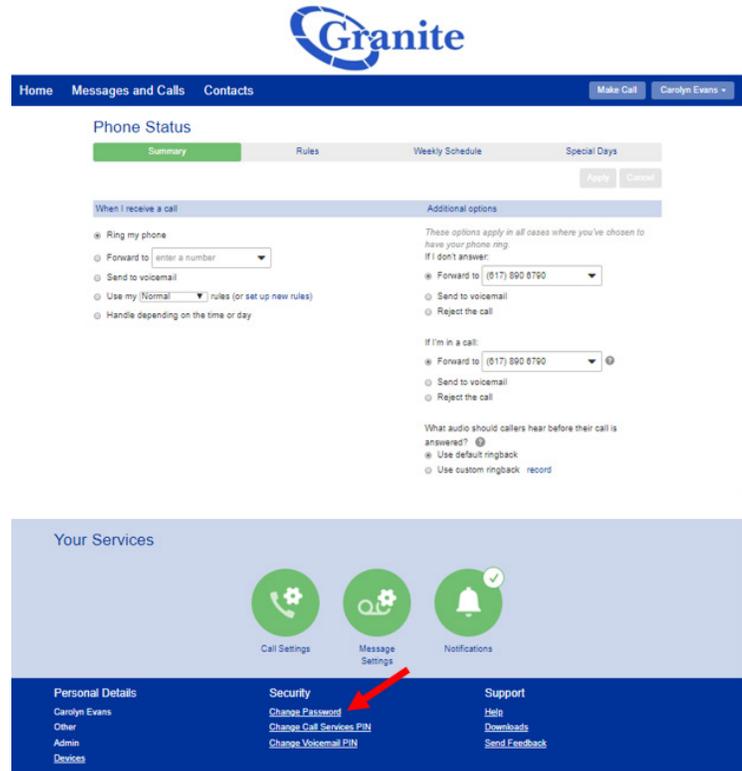
Changing Your Password

Soft Seat

Log in to the individual CommPortal

(or access the individual settings from the Admin Portal)

On the bottom of the page, click on the hyperlink “**Change Password**”



In the pop-up that appears, enter the **current** and the **new password** that would like to use.

****Please note that the password will need a capital letter, a lowercase letter, a number, and a symbol****

Confirm the new password by entering it again.

Click “**Confirm**” to make the change.

Your CommPortal password has now been updated!

The screenshot shows a 'Change Password' form. It has three input fields: 'Current password:', 'New password:', and 'Confirm new password:'. Each field contains a series of dots representing masked text. At the bottom right of the form, there are two buttons: 'Confirm' and 'Cancel'.

