



# How to Change Your CommPortal Password

## Business Seat

Log in to the individual CommPortal  
(or access the individual settings  
from the Admin Portal)

The screenshot shows the CommPortal interface for a Business Seat. At the top, there are navigation tabs for Home, Messages and Calls (2), and Contacts. On the right, there are buttons for Make Call and Business - Rody. The main content area is titled "Phone Status" and includes a dropdown menu for "Available for Calls" (set to "Available for Calls"), a button for "Ring your Account Phone", and a section for "Account Phone" (617) 249 9969. Below this, there are options for "If there is no answer" (Forward to Rody after 18 seconds, Send to voicemail after 24 seconds) and "If your phone is busy" (Forward to another phone, Send to voicemail). An "Advanced Settings" panel is visible on the right with options for Forward Selected, Reject Selected, Distinctive Ringtone, Forward if Unavailable, and Anonymous Callers. At the bottom, there is a "Your Services" section with icons for Call Settings, Message Settings, Notifications, Reminders, and Account Codes. A dark blue footer contains three columns of links: Personal Details (Business - Rody, Rody Dept., Admin for Rody Dept., Devices), Security (Change Password, Change Call Services PIN, Change Voicemail PIN), and Support (Help, Send Feedback).

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

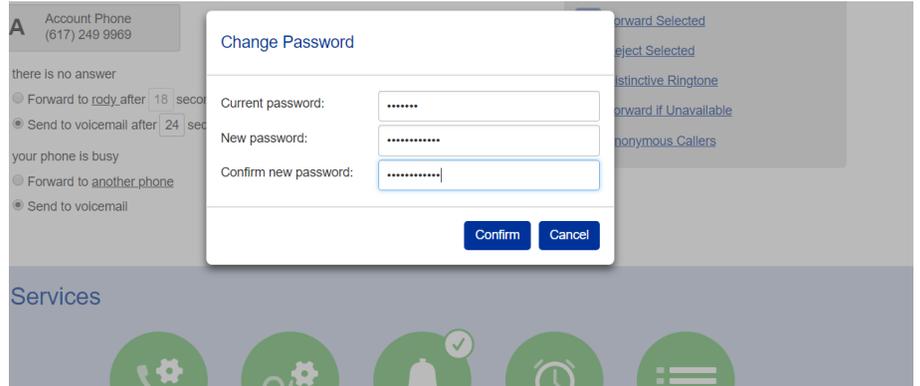
This is a close-up view of the bottom portion of the CommPortal interface. It highlights the "Your Services" section with five icons: Call Settings, Message Settings, Notifications, Reminders, and Account Codes. Below this is a dark blue footer with three columns of links. A red arrow points to the "Change Password" link under the "Security" column.





In the pop-up that appears, enter the current and the new password. Confirm the new password by entering it again

*For security, the text will be hidden as you type*



Click "Confirm" to make the change

Your CommPortal password has now been updated!

