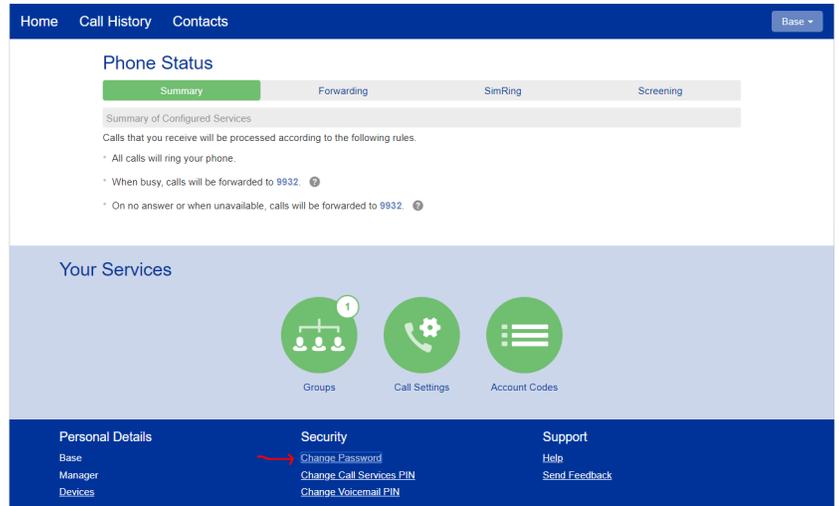




Change Your CommPortal Password

Base Seat

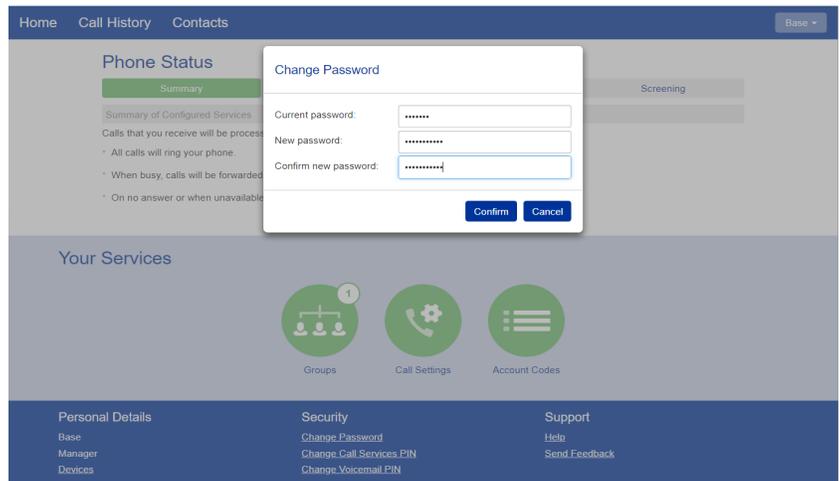
To change your account password as an individual user, scroll to the bottom of the page and click on the hyperlink "Change Password"



A small window will pop up

Enter your current password, as well as the new password of your choosing. Keep in mind that your new password must have an upper-case letter, lower-case letter, a number, and a symbol

Click "confirm" once satisfied



Your password is now updated!

