

# How to...

## Change your password

**1.** Sign into your account and click on the **Administration** icon.



**2.** Your **Administration User Account** will load.  
To amend your password or other details highlight the relevant **Sign On Name** and select the **Edit User** button.

The screenshot shows the "Close Brothers" Administration interface. On the left is a vertical navigation menu with icons for Home, Agreements, Debtors, Ledger, Data Exchange, Reporting, and Administration. The main content area is titled "User Account" and contains a "Security Maintenance" section with a table of users. The table has two columns: "Sign On Name" and "User Name". One row is highlighted, showing "james.gray" and "James Gray". Below the table, it says "1 user selected". At the bottom right, there are three buttons: "Create New User", "Edit User", and "View User".

Sign On Name	User Name
james.gray	James Gray

3. To change your password, fill in fields **Current Password**, **New Password**, **Re-Enter Password**, then select the **Change Password** button.

**Close Brothers**

**User Account**

Sign On Name	samantha.gray
User Name	Samantha Gray
Initials	sg

**Change Password**

Current Password *	.....
New Password *	.....
Re-Enter Password *	.....
Password Expiry *	29/01/21
Password Last Changed:	Never

**Change Password** **Save Profile**

Incorrect Attempts	0
User Created By	Samantha Gray
Effective Date	09/09/20 14:26
End Date	Never

Account Is Active

Inactive Reason

Comment

3. A pop-up screen will advise that your password was successfully changed and a message will also appear in your notifications. Click on the bell icon to view confirmation.

**sam.gray**  
Logout

**Notifications this session**

**Password successfully changed!**