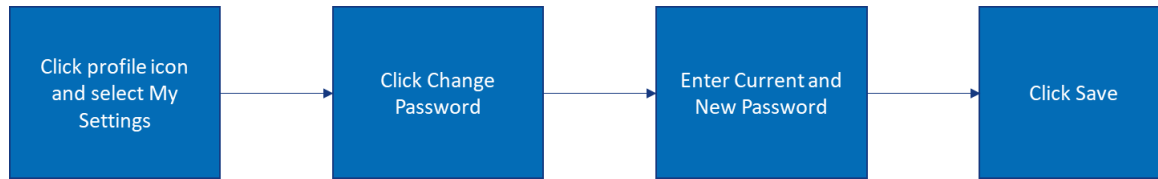


Change Password

Quick Reference Guide (QRG)



This Quick Reference Guide (QRG) will provide an overview of the process for Change Password process:



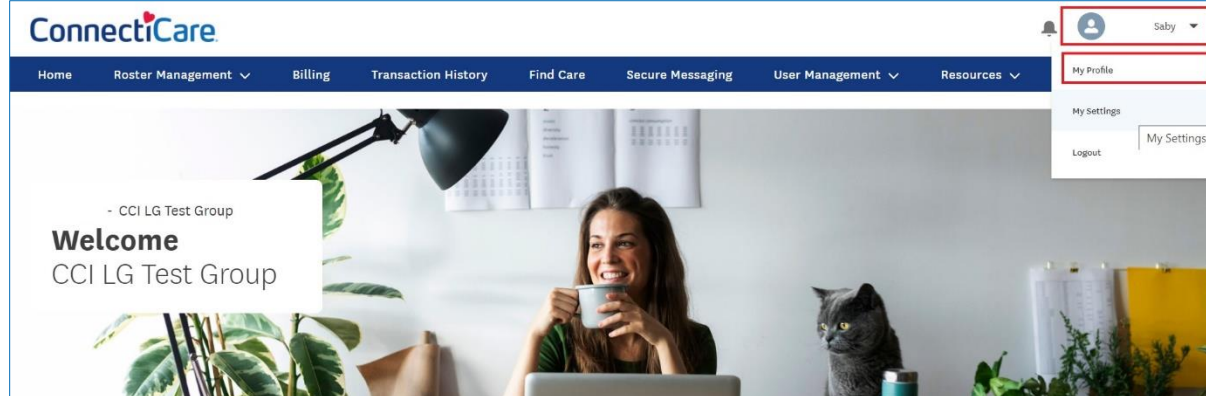
Let us look at the steps in detail for Change Password process:

Purpose: Change Password for Employer Portal.



Step 1:

1. From the **ConnectiCare Home** page, click the **profile icon** in the top right corner.
2. From the drop-down list, select **My Settings**.





Step 2:

- My Settings screen displays.
1. Click **Change Password**.

Home > My Settings

My Settings

ACCOUNT DETAILS

Account

Username
vsaby@cci.com

Password (Please note, we require you to update your password every 60 days in order to keep your account secure)

[Change Password](#)

Cancel Save



Step 3:

1. Enter data in **Current Password, New Password and Verify new Password** fields.
 2. Click **Save**.
- Note:** Adhere to the password rules mentioned on the screen.

Home Roster Manage

Change My Password

You must adhere to the following password rules:

- * Your password must be at least 8 characters long.
- * Your password must include at least 3 of the following: numbers, uppercase and lowercase letters, and special characters: !@#%&'()*_-+*{}|:;.,?/*'~<->

• Current Password

• New Password

• Verify New Password

Cancel Save

Cancel Save

Password (Please note, we require you to update your password every 60 days in order to keep your account secure)

Thank
You