







VPCONNECT JOB AID

VPCONnect: Changing Your Password

In order to change your VPCONnect password, you would need to log in to your account and select **Account Management** to change your password.

<p>1. Login into VPCONnect</p>	 <p>The screenshot shows the PAE VPCONnect homepage. The navigation menu includes Home, Inquiry, Invoices, Account Management, Administration, and Help. The 'Account Management' tab is highlighted with a red box.</p>
<p>2. Select “Account Management” from the tab</p>	 <p>The screenshot shows the PAE VPCONnect homepage. The 'Account Management' tab in the navigation menu is highlighted with a red box.</p>
<p>3. Select “Password Change”</p>	 <p>The screenshot shows the PAE VPCONnect homepage. The 'Password Change' link under the 'Account Management' tab is highlighted with a red box.</p>
<p>4. Enter your “User name” and “Current Password”</p>	 <p>The screenshot shows the 'PASSWORD CHANGE' form. The 'Change Your Password' section includes input fields for User ID, Current Password, New Password, and Confirm New Password. The 'Change Password' button is highlighted with a red box.</p>
<p>5. Enter “New Password” and confirm it</p>	 <p>The screenshot shows the 'PASSWORD CHANGE' form. The 'User ID' field is filled with 'VPCONnect Username' and the 'Current Password' field is filled with dots. The 'Change Password' button is highlighted with a red box.</p>
<p>6. Click “Change Password” and now password has been updated</p>	 <p>The screenshot shows the 'PASSWORD CHANGE' form. All fields are filled: 'User ID' is 'VPCONnect User Name', 'Current Password' is dots, 'New Password' is dots, and 'Confirm New Password' is dots. The 'Change Password' button is highlighted with a red box.</p>