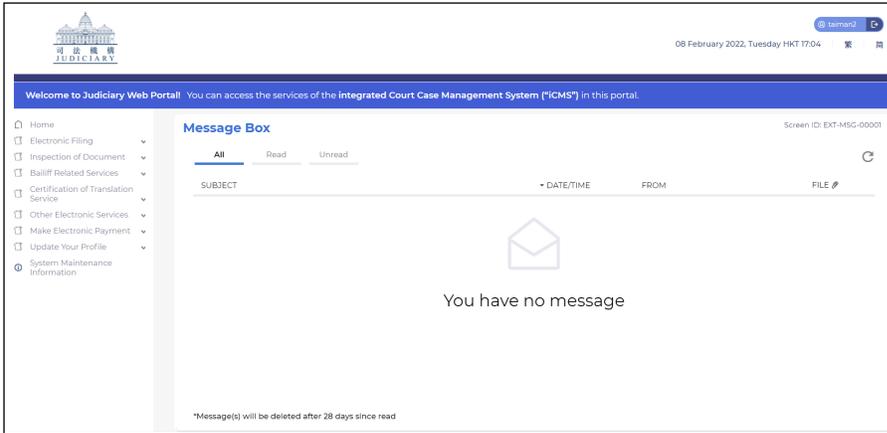
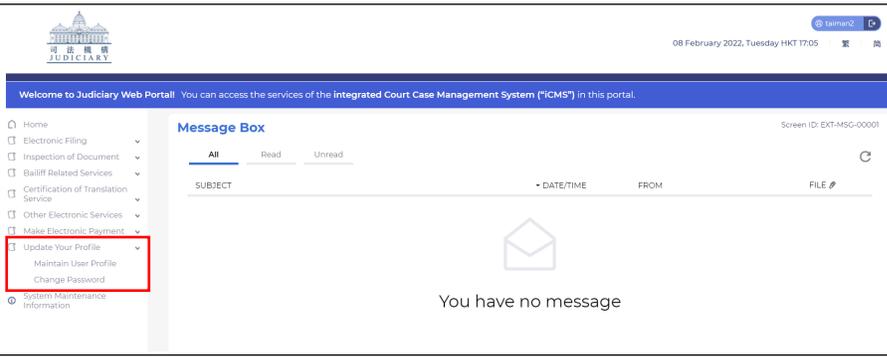


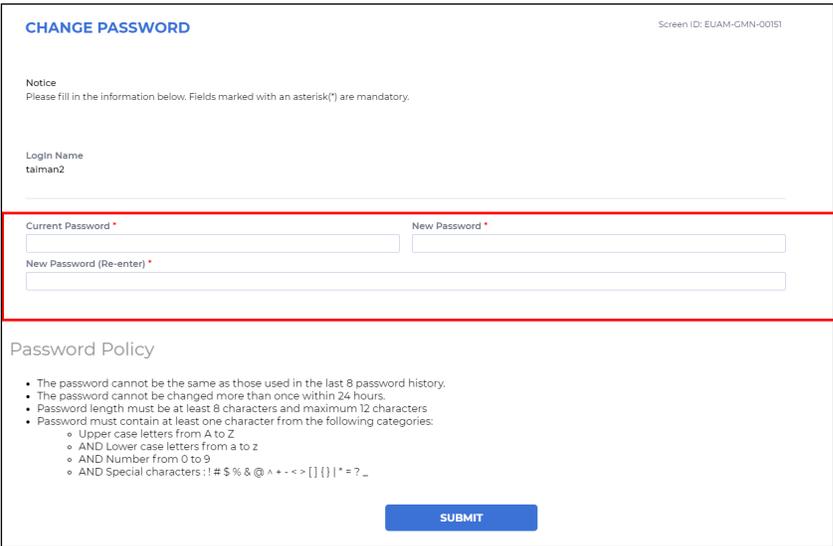
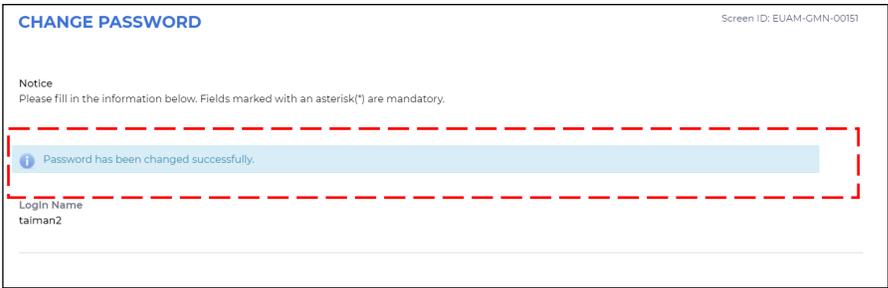
## Step-by-step guide - “Change Password”

### Change Password

This step-by-step guide outlines the general process required to change password. It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

Item	Process	Related screenshots for reference
1.	<p><b><u>Login user account</u></b></p> <p><i>[Note: Please refer to the step-by-step guide <b>Account Login and Logout</b> for information if necessary.]</i></p>	<p>The landing page after logged-in is displayed</p> 
2.	<p><b><u>Update Your Profile</u></b></p> <p>Under Main Menu &gt; Update Your Profile &gt;</p> <p>Click “Change Password”</p>	

## Step-by-step guide - “Change Password”

Item	Process	Related screenshots for reference
3.	<p><b><u>Change password</u></b></p> <p>Input <b>Current Password</b> &gt;</p> <p>Input <b>New Password</b> &gt;</p> <p><b>Re-enter New Password</b> &gt;</p> <p>Click “SUBMIT” &gt;</p>	<p>The “Change Password” screen is displayed</p>  <p>The screenshot shows the 'CHANGE PASSWORD' interface. At the top, it says 'CHANGE PASSWORD' and 'Screen ID: EUAM-GMN-00151'. Below that is a 'Notice' section: 'Please fill in the information below. Fields marked with an asterisk(*) are mandatory.' The 'Login Name' field is pre-filled with 'talman2'. The 'Current Password *', 'New Password *', and 'New Password (Re-enter) *' fields are highlighted with a red border. A blue 'SUBMIT' button is at the bottom right. A 'Password Policy' section lists requirements: password cannot be the same as the last 8, cannot be changed more than once in 24 hours, length must be 8-12 characters, and must contain at least one character from upper/lower case, numbers, or special characters.</p>
4.	<p><b><u>Acknowledgment</u></b></p> <p>User may then continue to use other electronic services by clicking other menu items</p>	<p>A message “Password has been changed successfully” is displayed</p>  <p>The screenshot shows the 'CHANGE PASSWORD' interface after a successful change. A blue message box with a checkmark icon and the text 'Password has been changed successfully.' is highlighted with a red dashed border. The 'Login Name' field is still pre-filled with 'talman2'.</p>
<p><b>NOTE</b></p>	<p><i>Confirmation email will be sent to the user when there is a change of password.</i></p>	