



# DASHBOARD

## How To Change Your Password

Upon logging into the Dashboard site, the first thing you will see is the home screen.

- A. From the "Support Menu" click on the "My Account" link, it is the furthest icon on the top right.
  - a. Your "My Account" information is displayed.
  - b. At the center of the screen, you will see a blue "Change Password" button
  - c. Click the "change password" button to change your password.
  - d. Upon clicking the button, you will be taken to a new screen.
    - i. Enter your current password in the current password field.
    - ii. Enter your new password in the "New Password" field
    - iii. Re-enter your new password in the "Confirm New Password" field
  - e. Click the "Change password" button to complete the process which will return you to the "My Account" page
  - f. When you click a link on the "Navigation Toolbar" you may will be taken back to the login screen
  - g. If you are, just login using your new password.

[Now you're ready to start placing orders!](#)