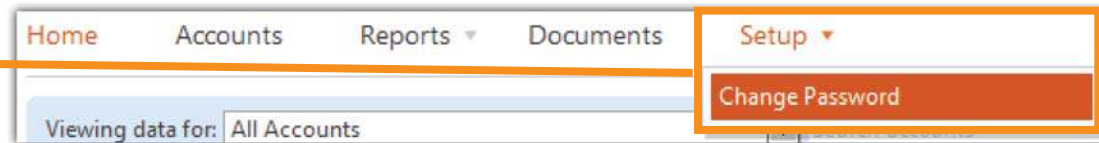


# Changing Your Password

It is recommended that you change your Planning Portal password periodically. Ensure that your password is at least six characters and is something you can easily remember.

To change your portal password, follow these steps:

- On the Setup menu, click Change Password.
- Type your existing password, and then enter and confirm your new password.
- When finished, click Set Password.



When your password is set, you are redirected to your Dashboard.

## Log Out

For additional Security, we suggest logging out after every visit.