



## How Do I Change My Password?

For Additional Questions and Answers, visit our [FAQ](#) section

### Steps: Change Password

- 1) To access, click ***Change Password*** on the left hand side menu on the *MyPractice* Page.
- 2) Enter your current password in the ***Old Password*** field.
- 3) Enter your new password in the ***New Password*** field.
- 4) Re-enter your new password in the ***Re-type New Password*** field.
- 5) Click ***Ok***.

### TIPS:

- Passwords must be between 6 (six) and 20 characters long.
- Passwords can contain alpha and numeric characters.
- The same character cannot occupy more than two consecutive positions  
e.g. baseballfan11 is acceptable  
baseballfan111 is not acceptable, because “1” is repeated three times.
- You will be required to change your password every 180 days for security purposes.
- If you ever forget your password, you can use the *Forgot Password* link at the Provider Sign In screen to reset it online.
- For further assistance, use the *FAQs* link to access *Contact Us*.