



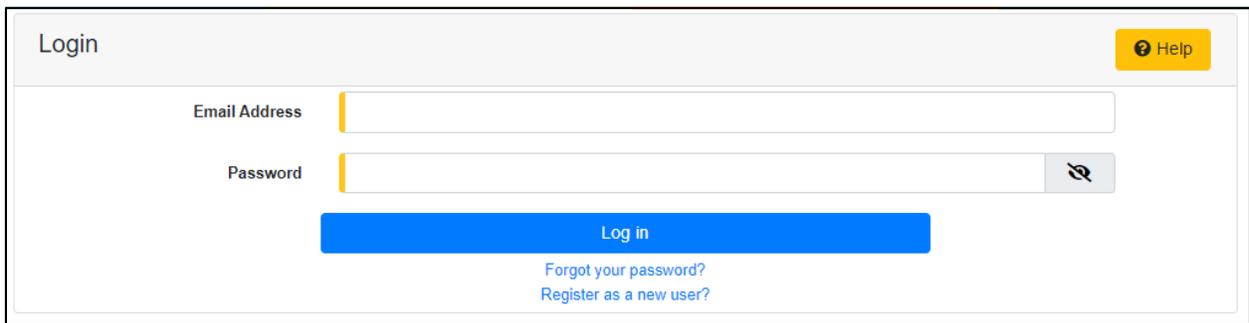
Update User Password or Change Security Question/Answer

To update a user’s contact information:

- 1) Navigate to EFIS
- 2) Click the **Log in** link located in the *Header Links* in the upper, right-hand corner.



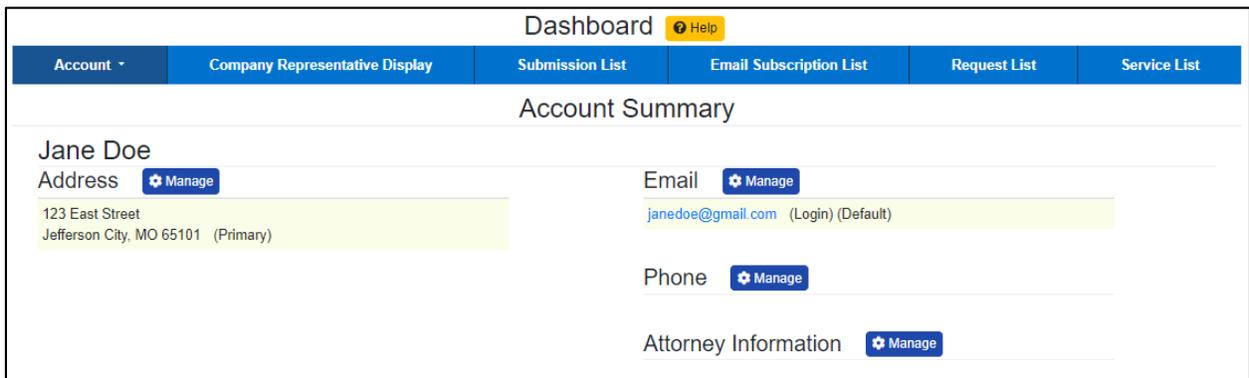
- 3) In the **Email Address** field, input the user’s email address registered with their user account.
- 4) In the **Password** field, input the user’s password.
- 5) Click the **Log In** button.



- 6) Once logged in, users are always directed to their *Dashboard*.
 - a) If the user isn’t directed to their Dashboard, select the **Dashboard** link located in the *Header Links* in the upper, right-hand corner.



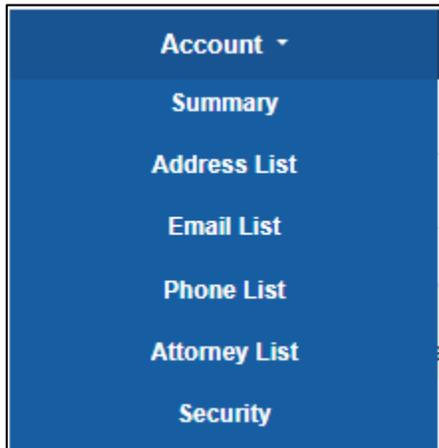
- 7) In the *Dashboard* screen, go to the ‘Account’ tab.



- 8) Select the ‘Security’ link.



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UPDATE PASSWORD

- 1) In the *Password* section, complete the following:
 - a) In the **Current Password** field, input the user's current password.
 - b) In the **New Password** field, input the user's new password.
 - i) *Passwords must be at least 8 characters.*
 - ii) *Passwords must have at least one non alphanumeric character.*
 - iii) *Passwords must have at least one digit ('0'-'9').*
 - iv) *Passwords must have at least one lowercase ('a'-'z').*
 - v) *Passwords must have at least one uppercase ('A'-'Z').*
 - c) In the **Confirm New Password** field, input the same new password as the previous field.
 - d) Click the **Update Password** button to submit the change.

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- e) A message will be displayed at the top of the *Password* section letting the user know their password has been updated.



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For additional assistance, please contact the Data Center at (573) 751-7496 or dcsupport@psc.mo.gov.