



How Do I Change My Password?

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Steps: Change Password

- 1) To access, click **Change Password** on the left 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 15 and 20 characters long.
- Passwords can contain alpha and numeric characters.
- The same character cannot occupy more than two consecutive positions
e.g. baseballfans023 is acceptable
baseballfans000 is not acceptable, because “0” 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 contact us by phone or chat.