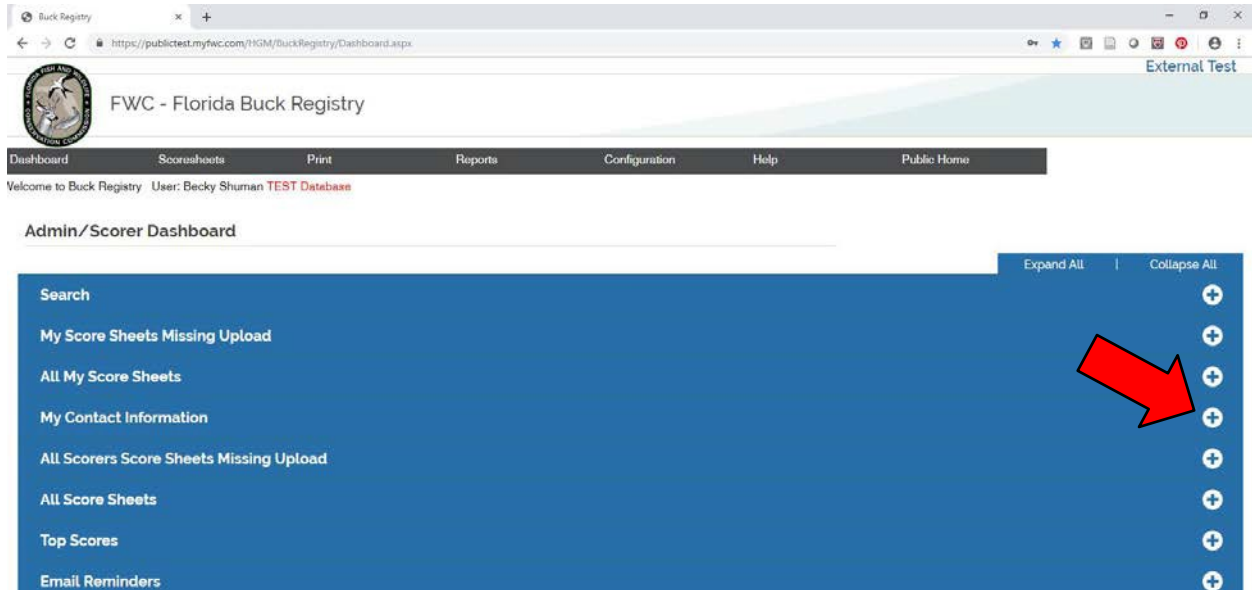


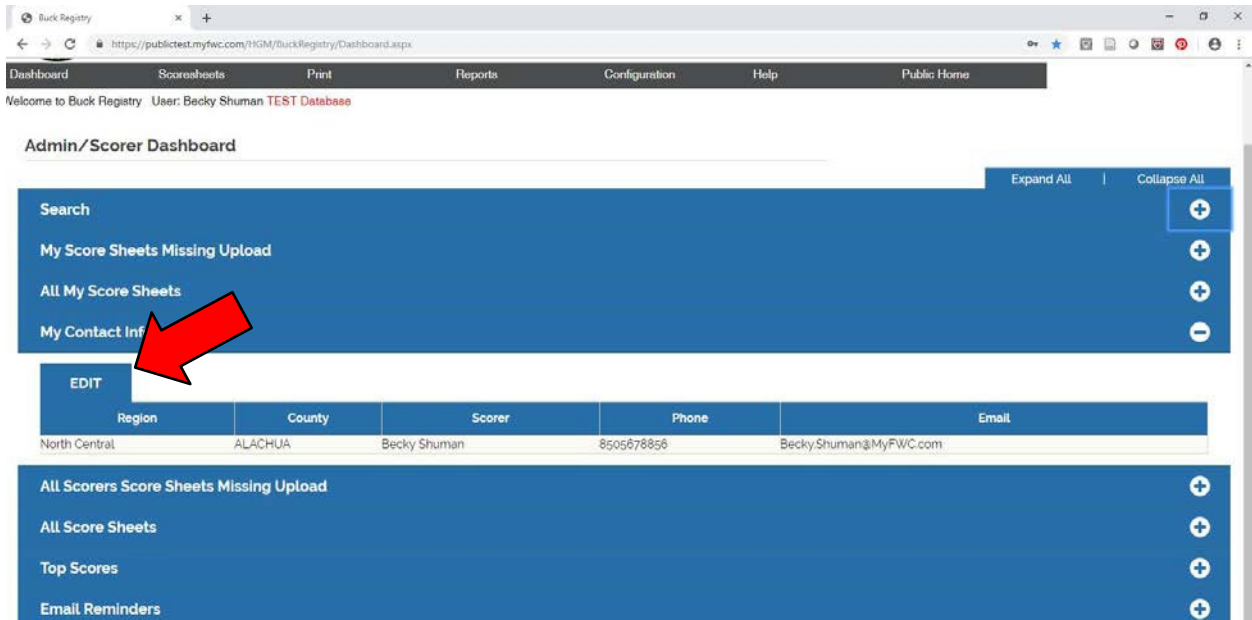
Changing your Password

How non-employees can change their password through the FBR dashboard

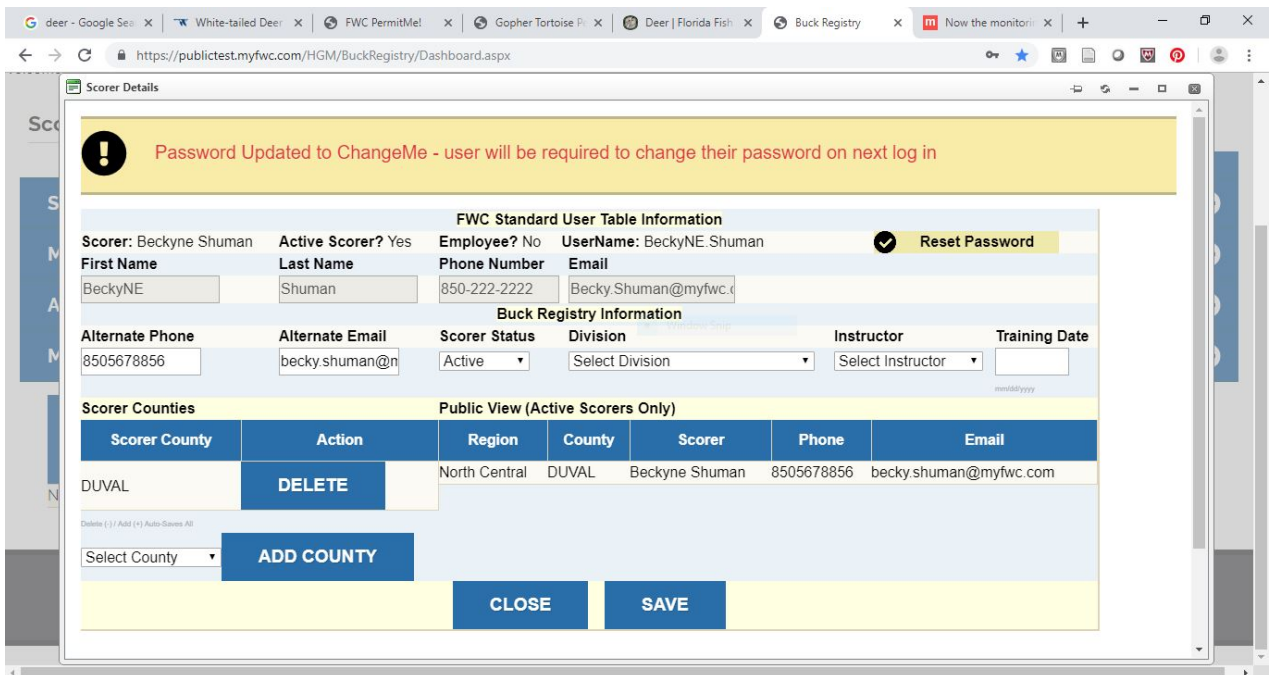
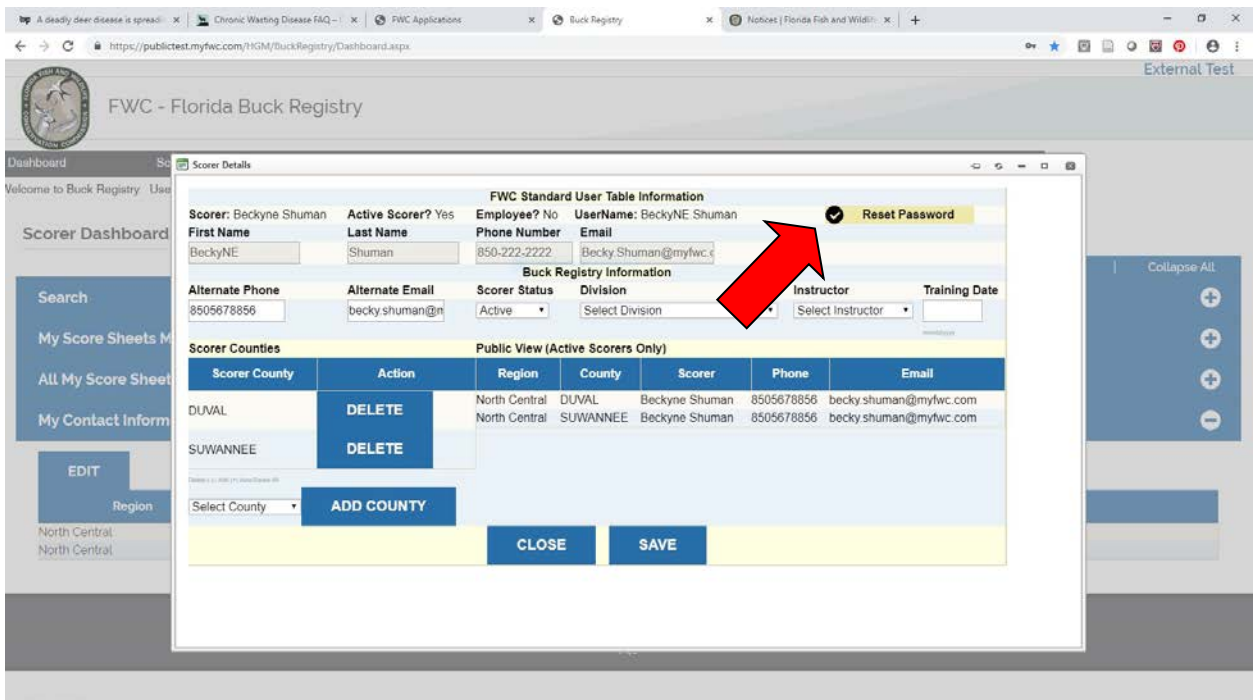
- **Step 1. On the dashboard, click the plus sign (+) to expand the “My Contact Information”**



- **Step 2. Click the “Edit” button**



- Step 3. To reset your password, click the checkmark (✓) labelled “Reset Password”. NOTE: your password will be reset to “ChangeMe”.



- Step 4. The next time that you log in, use “ChangeMe” as your password.

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- Step 5. You will then be prompted to update your password.

External Test

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