## **How to Change Your Password**

To change your Agent123 password, click on "Change Password" at the top in the Dashboard.



Once the page refreshes, you will see the change password panel:



- 1. Enter your Old Password into the "Old Password" field
- 2. Enter a new password into the "New Password" and "Confirm Password" fields.
- 3. Click on the "Update Password" link.

**Note:** Your Password should be between 6 and 20 characters and can contain a combination of letters and numbers. Passwords ARE case sensitive.

Use your new password each time you login to your Agent123 Agent Center. If your password is ever forgotten, it can be retrieved by typing in your username and clicking "Forgot Password". (This is available to you when you first click "Agent Center" at the bottom of your website.) The screen will refresh and send your login to the email provided instantly.