

HOW TO CHANGE MY PASSWORD

You can change your password any time. For security purposes, it is recommended that you change your password periodically.

1. To access the My Account page, click **My Account** on the menu at the top of any page.
2. Next to **Password**, click **Change**.
3. In the **Old Password** field, enter your current password.
4. In the **New Password** field, enter a new password that you will use when you log on to txConnect.
 - The password must be six to nine alphanumeric characters.
 - Use a combination of the following: uppercase, lowercase, numeric, and/or punctuation (e.g., aBc1234).
 - Your password is case-sensitive (i.e., you must always type it exactly as it is entered here, including uppercase and lowercase letters).
5. In the **Confirm Password** field, retype your new password exactly as it was typed above. This step confirms that you typed your new password as you intended.
6. Click **Save**.
 - If you have entered data incorrectly, a red message will appear to the right of each field that has incorrect data. You must provide that information to change your password.
 - If you have entered the data correctly, the new password will be saved. Next time you log on to txConnect, you must use the new password.
7. If you clicked **Change** to change your password, but decided not to change it, click **Cancel**.