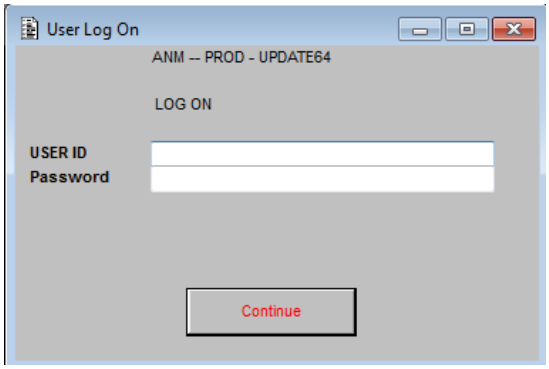
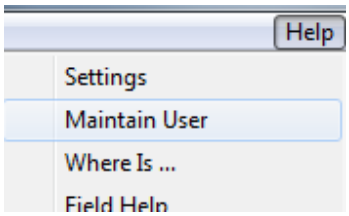
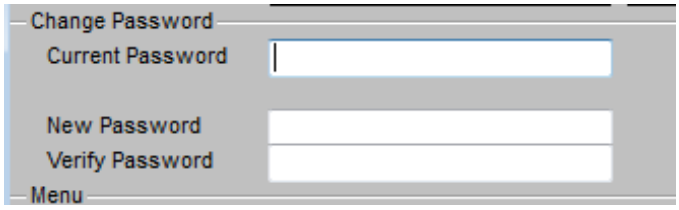
How to Change your Empower Password

1) Log into Empower with your supplied username and password
   a. 

2) After you have logged in, you will see a **Help** menu in the upper right hand part of the screen
3) In the **Help** menu, **Click** on **Maintain User**
   a. 

4) Under the **Change Password** area, supply you **Current Password**, **New Password**, and **Verify** your new password
   a. 

5) **Click** on **OK**
   a.

6) Next time you log into Empower, you will need to use your new password