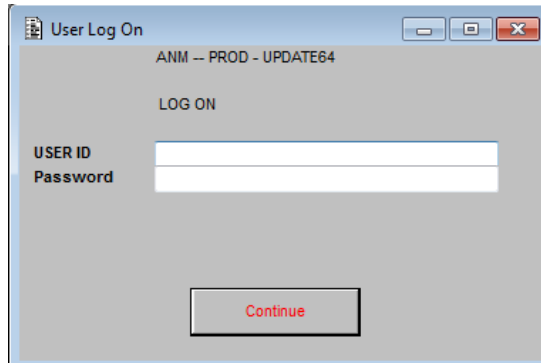


How to Change your Empower Password

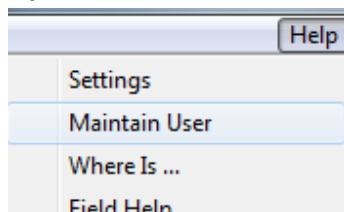
- 1) Log into Empower with your supplied username and password

a.

A screenshot of a 'User Log On' dialog box. The title bar reads 'User Log On' and the window content includes 'ANM - PROD - UPDATE64' and 'LOG ON'. There are two input fields: 'USER ID' and 'Password'. A 'Continue' button is located at the bottom center of the dialog.

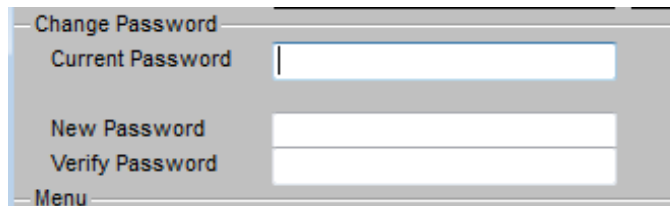
- 2) After you have logged in, you will see a **Help** menu in the upper right hand part of the screen
- 3) In the **Help** menu, **Click on Maintain User**

a.

A screenshot of a 'Help' menu. The menu is open, showing options: 'Settings', 'Maintain User', 'Where Is ...', and 'Field Help'. The 'Maintain User' option is highlighted with a blue background.

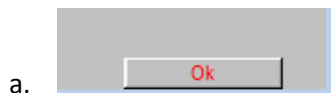
- 4) Under the **Change Password** area, supply you **Current Password**, **New Password**, and **Verify** your new password

a.

A screenshot of a 'Change Password' dialog box. It features three input fields labeled 'Current Password', 'New Password', and 'Verify Password'. A 'Menu' button is visible at the bottom left of the dialog.

- 5) **Click on OK**

a.

A screenshot of a single 'Ok' button centered within a light gray rectangular area.

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