

How to Change your Password

1. Log-in to your portal
2. On the left navigation panel, find and click **User Account Management**

The screenshot shows the 'Manage your account' section of the user portal. On the left is a navigation menu with a blue header 'Have Questions? We can help.' and a list of menu items: 'Installer Portal Introduction', 'Operators & Accessories', 'Dashboard', 'Claim Rebates', 'Literature Request', 'Submit Site Photos', 'Warranty Registration', 'User Account Management' (highlighted in grey), and 'Tech Support'. To the right, under the heading 'Manage your account', there are two tabs: 'Change your Password' (highlighted in blue) and 'Update your Contact Information'.

3. Click on the Change your Password tab. You can change your password in the **Change Password** box and click **Change password** when finished.

Note: Password requirements: 8 character minimum including uppercase letter and a number.

This screenshot shows the 'Change Password' form. The left navigation menu is identical to the previous screenshot, with 'User Account Management' highlighted. The 'Change your Password' tab is selected and highlighted in blue. The form area contains the following fields: 'Your existing password:' with a text input box, 'New password:' with a text input box, 'Password strength:' with a dropdown menu, and 'Confirm password:' with a text input box. A red 'Change password' button is located at the bottom of the form. Below the form, the 'Update your Contact Information' tab is visible.

4. Click on the Update your Contact Information tab to update your user information.

This screenshot shows the 'Update your Contact Information' form. The left navigation menu is identical to the previous screenshots, with 'User Account Management' highlighted. The 'Update your Contact Information' tab is selected and highlighted in blue. The form area is titled 'User Information' and includes a link for 'Personal settings'. Below the link are four text input fields labeled 'Email:', 'First Name:', 'Last Name:', and 'Title:'.