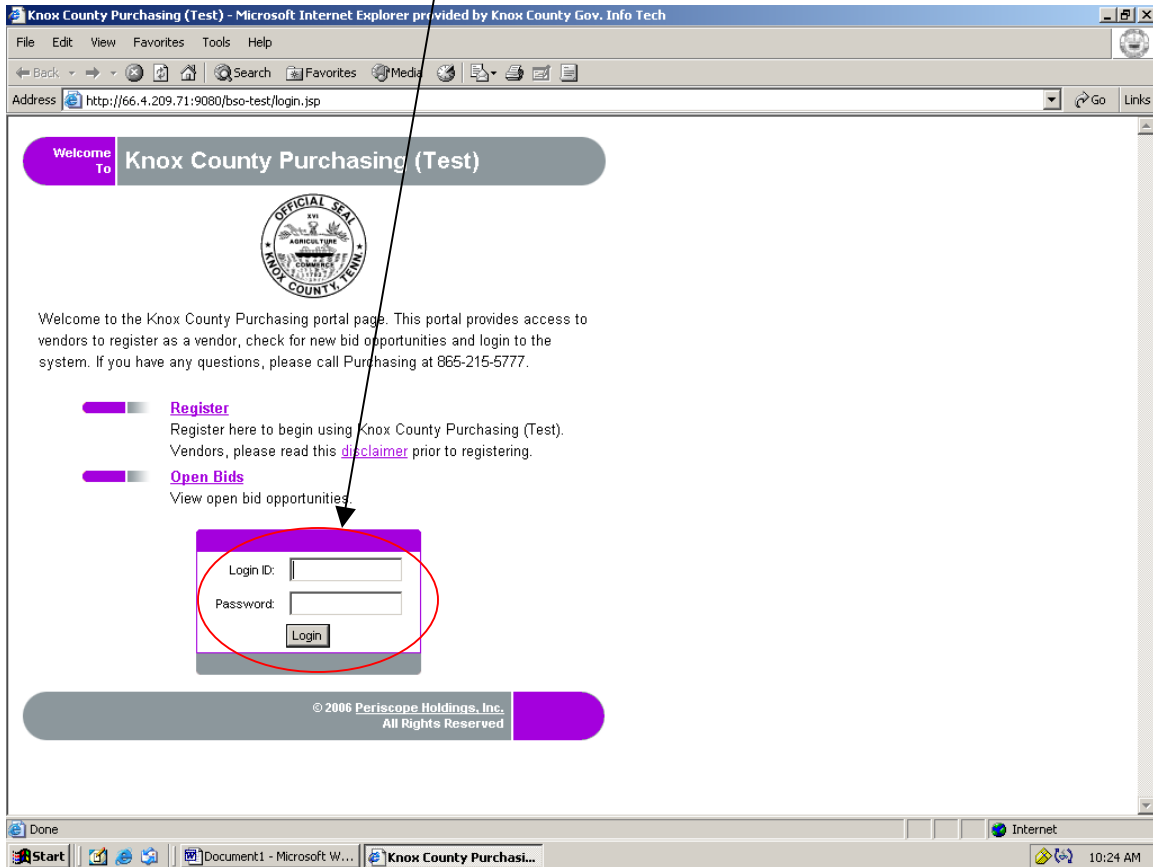
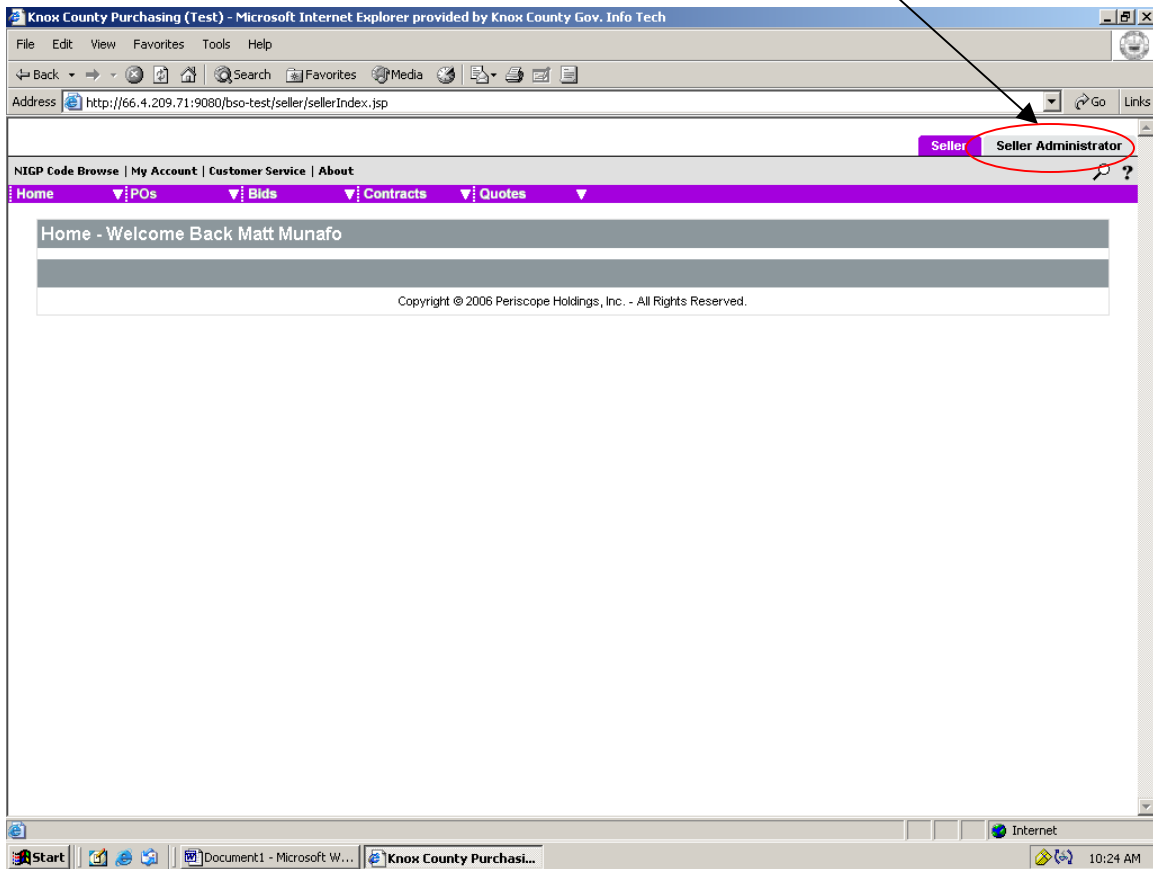


# How to Change User Passwords

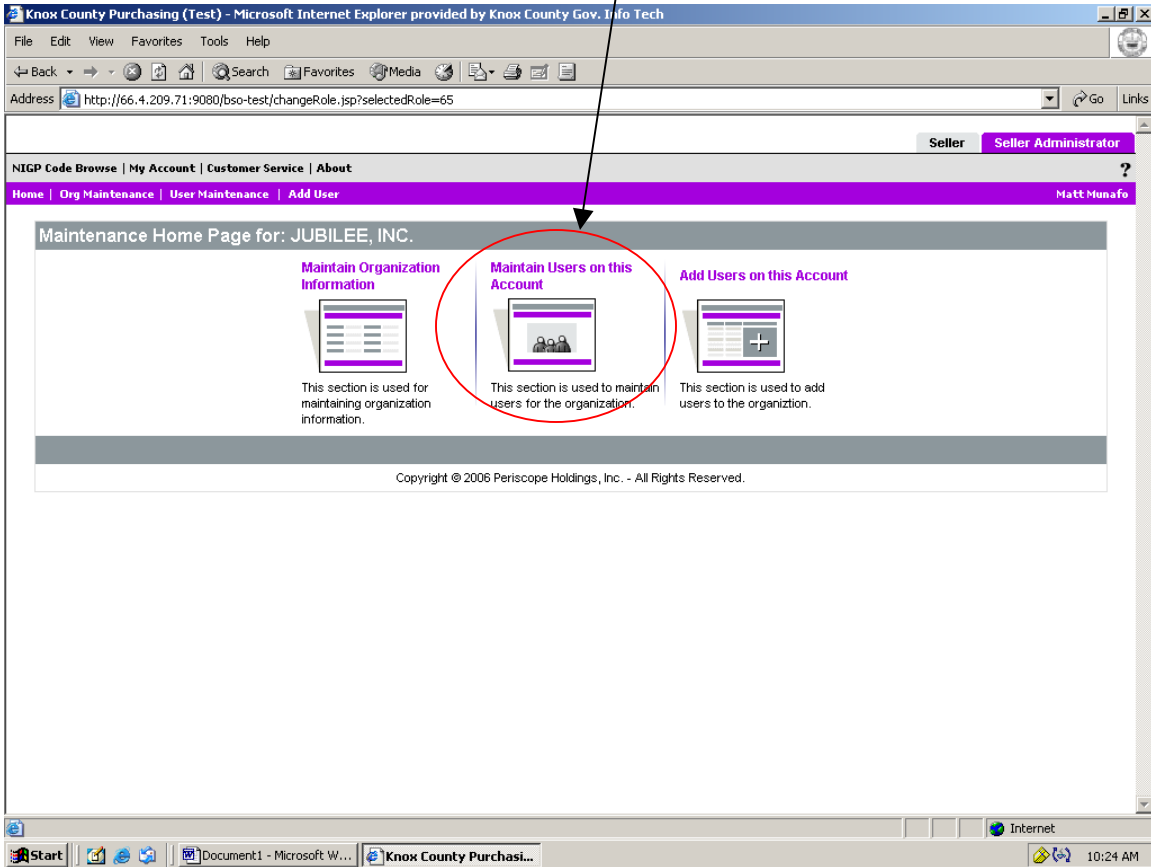
## Step 1 Login with the current user administrator's Login ID and Password.



**Step 2 Click on the Seller Administrator Button in the top right hand corner of the screen.**



### Step 3 Click on the Maintain Users On This Account Button



**Step 4** Click on the highlighted button under the Login ID column for the user whose password you are changing.

The screenshot shows a web browser window titled "Knox County Purchasing (Test) - Microsoft Internet Explorer provided by Knox County Gov. Info Tech". The address bar shows the URL: <http://66.4.209.71:9080/bso-test/admin/users/userList.do?orgId=10377&orgType=VENDOR>. The page content includes a navigation bar with "NIGP Code Browse | My Account | Customer Service | About" and a user profile for "Matt Munafa" with roles "Seller" and "Seller Administrator". The main section is titled "User Maintenance for: JUBILEE, INC." and contains a table with the following data:

Login ID	First Name	Last Name	Status	Role(s)
JUBILEE	Matt	Munafa	Active	Seller Seller Administrator

Below the table are two buttons: "Add User" and "Exit". The "JUBILEE" login ID in the table is circled in red, and an arrow points to it from the instruction above. The footer of the page reads "Copyright © 2006 Periscope Holdings, Inc. - All Rights Reserved." The browser's taskbar at the bottom shows several open applications, including "Inbox - Outlook Express...", "Lawson-Buyspeed Screen...", "Document1 - Microsoft W...", and "Knox County Purchasi...". The system clock shows "1:56 PM".

**Step 5** Input the new password into the box that says New Password and also the box that says Confirm Password. Click on Save and Exit to finish.

