# Employer Access Change Known Password Procedure

## Summary

The *Change Known Password* procedure describes how a User would change their password in Employer Access.

## Procedure



1. After logging into your IMRF Employer Access account, click the "**lock**" icon next to the "**Sign Out**" link on the top-right corner of the page.

2. Click "**Change Password**"



3. Follow the prompts that are shown by entering your Existing password, your new password, and confirm your new password. You can use the information above these prompts to ensure a proper password is accepted.

4. Click **Save**.

5. At the top of the page, you should receive a messaging stating "You have successfully changed your password."

6. Click **Continue** at the bottom of the page.



7. You will be sent back to the landing page of your Employer Access account.