

# Employer Access Reset Security Questions Procedure

## Summary

The *Reset Security Questions* procedure describes how to reset your personal security questions to Employer Access.

## Procedure

1. In the main Dashboard, in the upper right corner, click the **padlock** icon next to **Sign Out** located in the header of the Employer Access.
2. Click **Change security answers**.
3. Select three unique security questions and enter your answers.
  - To select a different security question, click **Modify** by the question.
4. Click the **Next** button.
5. Click the **Save** button to confirm your answers.

**This procedure is complete.**