

# Change Your Password or Login Name

To change login credentials, you must first log in to the website. When you have successfully logged in on a desktop or notebook computer, your menu choices will be displayed across the top of your screen:



Click on the **Profile** option (circled in red here) to display your current account information. The profile page will look similar to this:

Profile info

**Your plan - Individual (\$25/per year)**  
Expire date - 12/31/2024

First name: **Judy** Middle name: Last name: **Jetson**

Preferred name: Maiden name:

Name prefix: Name suffix:

Birthday date: Join date: 08/13/2024

Active  Deceased

Email: **JJetson@spacely.com**

Login: **JJetson** **1** Password is stored **2** Password was confirmed

Once entered, passwords can't be seen. Enter a new password above if necessary.

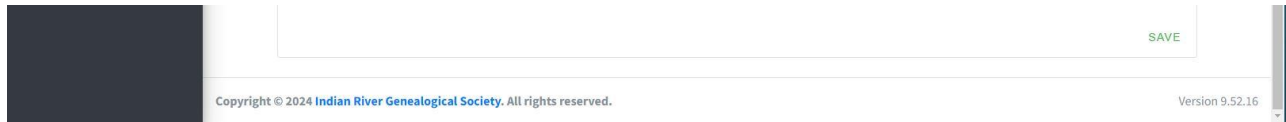
**Surnames**

**+**

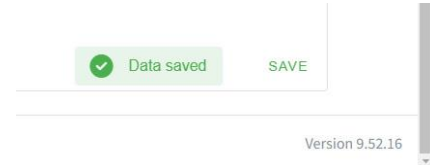
Locate the line with your Login name, just above Surnames. If you wish to change your Login name, click on the current one and type in the new one.

To the right of your Login name are two fields for your password. Click on the first one and type your new password which will be displayed as you type it. Then click on the second field and confirm the new password by typing it again.

Once you're satisfied with your changes, scroll down to the bottom of the page and click on the green Save on the right side.



You will briefly see a message to verify that the information was saved:



Scroll back to the top of the page where you'll see that the password is no longer visible. This is a security precaution.

To go back to the regular website pages, click on **Return to system** in the black panel on the left of the page.