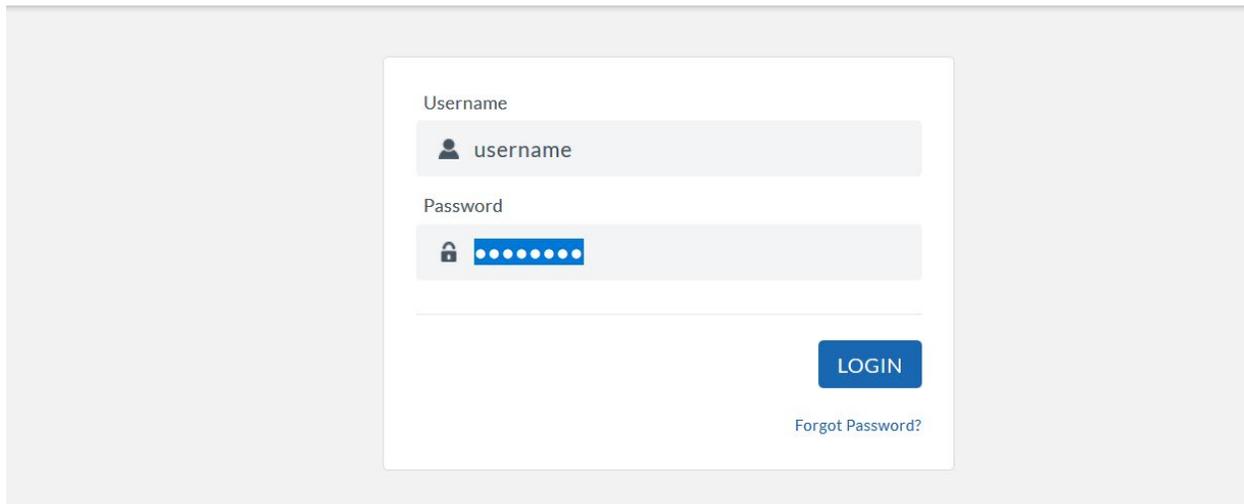
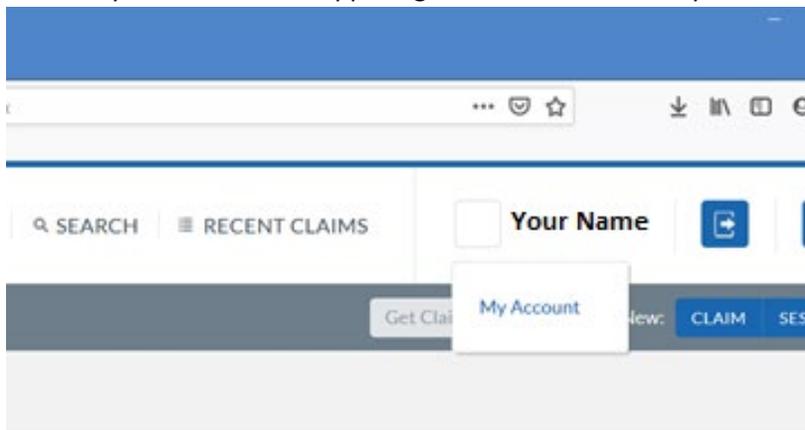


1. Log into ClaimsXPRESS using the password provided to you.



2. Look for your name in the upper right corner and click on your name. Then click on My Account.



3. Click the Plus Sign next to "Change Password"

PLEASE UPDATE YOUR INFO

First Name FIRSTNAME	Middle Name	Last Name LASTNAME
MailCode	Email EMAIL ADDRESS	Home Page Global Search
Default Claim Module Claim Summary	Document Approval Module Treeview	Use WebDav For Editing Documents? <input checked="" type="checkbox"/>

- + Change Profile Image
- + Change Password
- + Change Password Question

4. Type your Preferred Password in the “New Password” and “Confirm New Password” fields. Type in your current password (typically the one provided to you) in the “Current Password” field below that.

The screenshot shows a user interface for changing a password. It features two main sections: 'Change Password' and 'Change Password Question'. The 'Change Password' section contains two input fields: 'New Password' and 'Confirm New Password'. The 'Change Password Question' section contains a 'Current Password' input field. A note states: 'You must enter your current password to make changes on this page.'

5. Click the Save button in the bottom right corner of the My Account Screen.

The screenshot shows the bottom right corner of the My Account Screen. It features two buttons: a solid blue 'SAVE' button and a white 'RESET MY CACHE' button with a blue border. A vertical grey bar is visible on the right side of the screen.