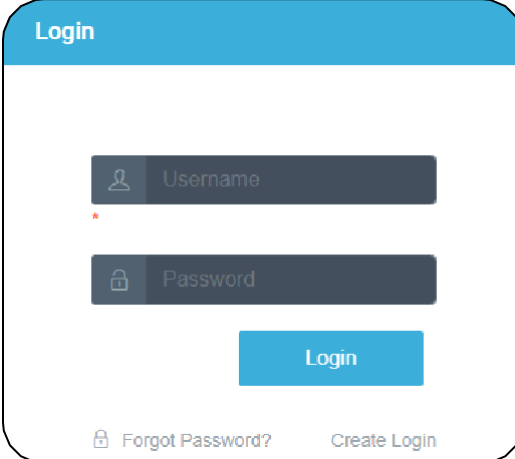


## How to Reset My Password

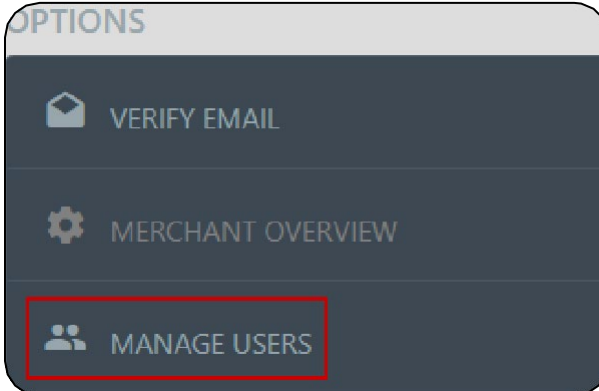
### Merchant Guide

1. Login with your Merchant username and password.






The screenshot shows a 'Login' form with a blue header. It contains two input fields: 'Username' with a person icon and 'Password' with a lock icon. A blue 'Login' button is positioned below the password field. At the bottom, there are links for 'Forgot Password?' and 'Create Login'.

2. On your Merchant Dashboard click on 'MANAGE USERS'



The screenshot shows a 'OPTIONS' menu with three items: 'VERIFY EMAIL' with an envelope icon, 'MERCHANT OVERVIEW' with a gear icon, and 'MANAGE USERS' with a group of people icon. The 'MANAGE USERS' option is highlighted with a red rectangular box.

3. Click the  icon.

First Name	Last Name	User Name	Email	Edit
Test	Test	TestMerch	test@firstcitizens.com	  

4. Type your new password in the provided space, and re-type to verify. Remember the password must be at least 6 characters long, and must include at least one capital letter, a number, and a special character. You can also update any other information regarding the user in this section. Then click "Save"



# How to Reset My Password

## Merchant Guide

ADD/EDIT USER

Login Info

testMerch

\*Password:

\*Re-enter Password:

Info

Title

First Name

Last Name

Office Phone

Mobile Phone

E-mail

Puerto Rico

Cancel

Save