

# Change Password

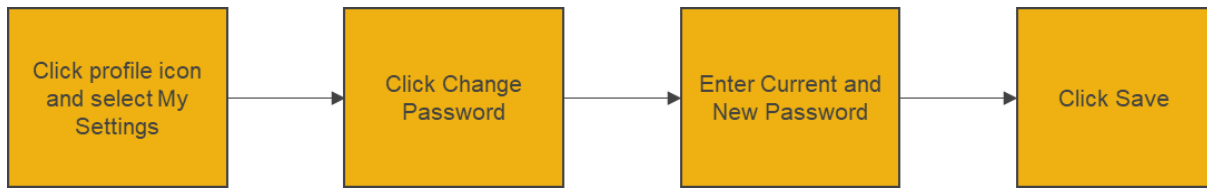
Quick Reference Guide (QRG)



# Employer Portal – Profile Maintenance & Dashboard



This Quick Reference Guide (QRG) will provide an overview of the process for Change Password process:



Let us look at the steps in detail for Change Password process:

## Purpose: Change Password for Employer Portal.



### Step 1:

1. From the **EmblemHealth Home** page, click the **profile icon** in the top right corner.
2. From the drop-down menu, select **My Settings**.

The screenshot shows the EmblemHealth Employer Portal interface. At the top right, the user's name 'Lauren Lewis' is displayed with a dropdown arrow. The dropdown menu is open, showing options for 'My Profile', 'My Settings' (which is highlighted with a red box), and 'Logout'. Below the navigation bar, there is a large banner image of a woman smiling at a laptop. A white box on the banner says 'Welcome Group 2773'. Below the banner, there are three news article cards. The first card is titled 'EmblemHealth Celebrates the Year of the Tiger' and mentions 'Lion Dancers lead the way during Flushing Lunar New Year Parade'. The other two cards are titled 'EmblemHealth Wraps Up 2021 with Legacy of Community Service' and contain the text 'In a year full of significant challenges and change, EmblemHealth's family of companies concludes...'



## Step 2:

- My Settings screen displays.
1. Click **Change Password**.

Home > My Settings

### My Settings

**ACCOUNT DETAILS**

Account

Username  
l Lewis@eh.com

Password (Please note, we require you to update your password every 60 days in order to keep your account secure)

[Change Password](#)

Cancel Save



## Step 3:

1. Enter data in the **Current Password, New Password and Verify new Password** fields.
  2. Click **Save**.
- Note:** Adhere to the password rules mentioned on the screen.

Home > My Settings

### My Settings

**ACCOUNT DETAILS**

Account

Username

Password (Please note, we require you to u

[Change Password](#)

#### Change My Password

You must adhere to the following password rules:

- \* Your password must be at least 8 characters long.
- \* Your password must include letters and numbers

Current Password

New Password

Verify New Password

Cancel Save

Cancel Save

Thank  
You

