Welcome to training on how to change my password, how to change my PIN, and how to change my security questions.

**How Do I Change My Password?**

We are on the Employer Home page. To begin, navigate to the Change Password screen by clicking on Account, Change Password.

The change password screen now displays.

Type your current password.

Then, type your new password.

Re-type your new password, and type your RSA PIN.

Upon completion, click Update.

The password change will take effect immediately. A confirmation email will be sent to you stating the changes that were made. Click on Continue to return to the Employer Self Service Home screen.

And we are back on the Employer home page!

**How Do I Change my PIN?**

To begin, navigate to the Change PIN screen by clicking on Account, Change PIN.

The Change PIN screen now displays.

Type your current RSA PIN.

Then, type your new RSA PIN.

And re-type your new RSA PIN.

Click Update.

The PIN change takes effect immediately. A confirmation email will be sent to you stating the changes that were made. Click Continue.

And we are back on the Employer Home page.

**How Do I Change My Security Question?**
To begin, navigate to the Change Security Questions screen by clicking on Account, Change Security Questions.

The change security questions screen now displays.

Click on the security questions drop-down menu.

For this demonstration, we will select the question “What was the name of the first street you lived on?”

Type your answer.

Re-type your answer.

And type your RSA PIN.

Click Update.

The security question change takes effect immediately. Click on Continue.

We will repeat the same steps for security question 2 by clicking on Account, Change Security Questions.

The Change Security Questions screen now displays.

Click on the security question 2 drop-down menu.

For this demonstration, we will select the question What is the name of your favorite book?

Type your answer.

Re-type your answer.

Type your RSA PIN, and click Update.

The security question change takes effect immediately. Click on Continue.

And we are back on the Employer Home page.

For additional information or assistance, please contact an Employer Services Representative (ESR) at 334-517-7005 or employer.services@rsa-al.gov.