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.