



## Corporate Planner: Getting Started

How to change your password

### ***Changing your password:***

Once you have logged in for the first time, it is recommended that you change your password.

To change your password:

1. **Navigate to the log in screen.**
2. **Click on the key** to enter the change password menu.
3. Your current password is defaulted into the top box. **Enter a new password in the second box.**
4. **Confirm your new password in the third box.**
5. **Click on the green tick** to change your password.

