

How to change your password Instructions

1. When logging into the system you may receive the prompt shown below to reset your password. You may also click the Change Password link at the top of the screen after you have logged in.
2. From the top or side menu bar, choose change password
3. The change password screen will load as shown below
4. Input current password, then input new password including at least one number and one special character as shown in the change password box.
5. Click the "Change Password button" to complete. The window will close and you have to start a new session using your new password.
6. If you have forgotten your password, please contact your General Agent to have the password reset.

Change PTS Login Password

Username test8427

Please enter the password you currently use to log in to PTS.

Old Password

Please enter the password you would like to use to log in to PTS.

Password **Confirm**

You must have at least one capital letter
You must have a numeric character
The length must be between 8 - 12 characters long
You need 1 special character (~!@\$%^&*<>/?-_+=)
You must confirm the password

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