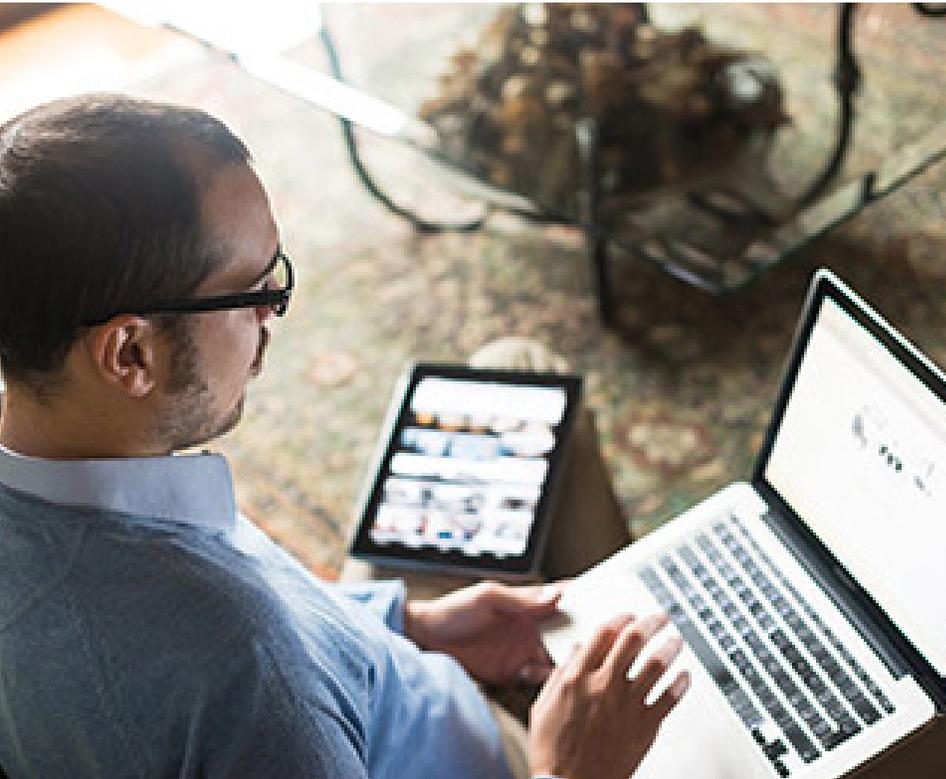




how to Change Your Password

GUIDE TO ONLINE ENROLLMENT



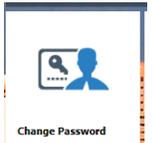
CHANGING YOUR PASSWORD

You may change your password at any time by going to “**Change Password**” in the “**My Profile**” section found in the left menu on the Home Page.

To access “My Profile,” click



You may also change your password from the Home Page by clicking on the “Change Password” icon.



You have up to five (5) attempts to sign in. After five (5) attempts, your account will be locked. If you are not able to log in, contact City of Bellevue Human Resources to have your password reset. If you forget your password, click on “Forgot Password” from the Sign In screen.

STEPS TO CHANGE YOUR PASSWORD

1. Select and answer two (2) secret questions. A list of available questions can be viewed by clicking the down arrow to open the drop-down box. Secret questions are used if you forget your password.
2. Type in and confirm the new password you want to use for Bellevue Benefits.
3. Your password must be a minimum of eight (8) characters.
4. Click “**Save**” to complete the change password process.
5. Click “**Cancel**” to exit changing your password.
6. Click “**Reset**” to clear the page and start over.