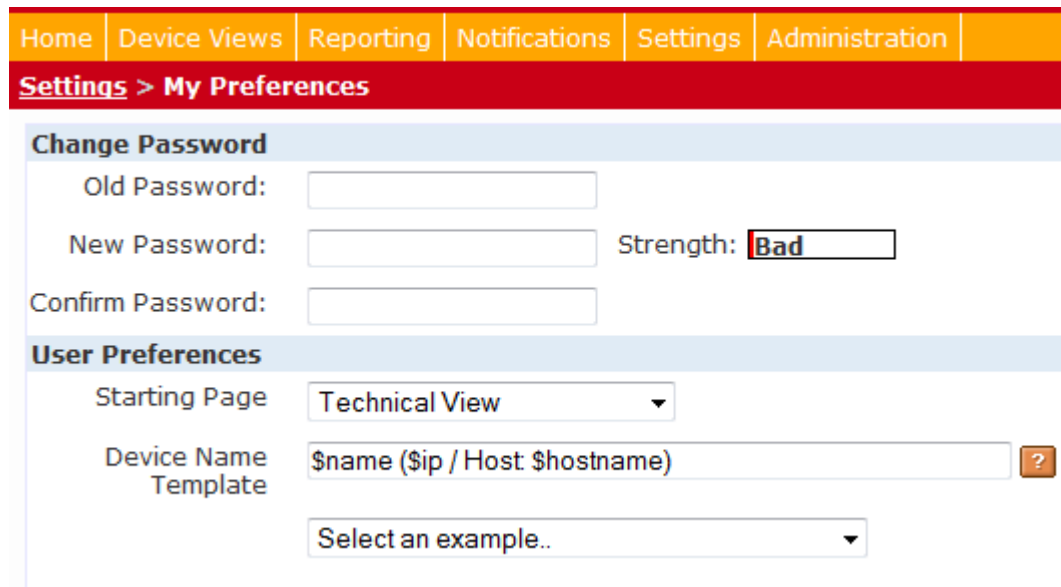


## How To Change My Password?

1. Login to the web portal [www.pay-for-print.com](http://www.pay-for-print.com)
2. Goto [Settings](#) > My Preferences



Home | Device Views | Reporting | Notifications | Settings | Administration

**Settings > My Preferences**

**Change Password**

Old Password:

New Password:  Strength: **Bad**

Confirm Password:

**User Preferences**

Starting Page:

Device Name Template:  ?

3. Enter your old password
4. Enter the new password twice
5. Additionally you can select a page to start with when opening the portal in the field “Starting Page”
6. In the field “Device Name Template” you can preset a look for the column “Device Name” in the device views