

NewMMIS Job Aid: Change Password

As an authorized provider user, you can create subordinate accounts and assign services, such as Claim Submission and Status, for your staff members and link staff member accounts to other providers and billing entities in your practice. In addition, you may want to change your password. This job aid describes how to:

1. Change your password.

Change Password

On the **Provider Online Service Center** home page:

1. Click **Administer Account**.
2. Click **Change Password**.

On the **Provider Change Password** home page:

3. Enter the current password in the **Current Password** field.
4. Enter a new password in the **New Password** field.
5. Retype the new password in the **Confirm New Password** field.
6. Click **Submit**.