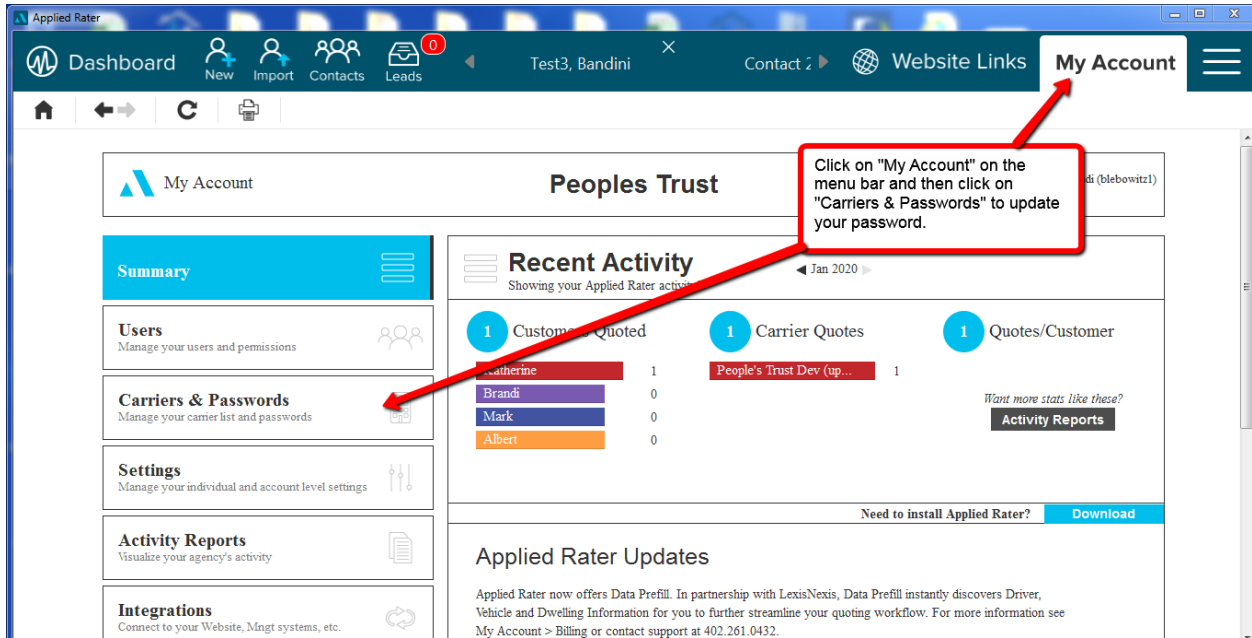


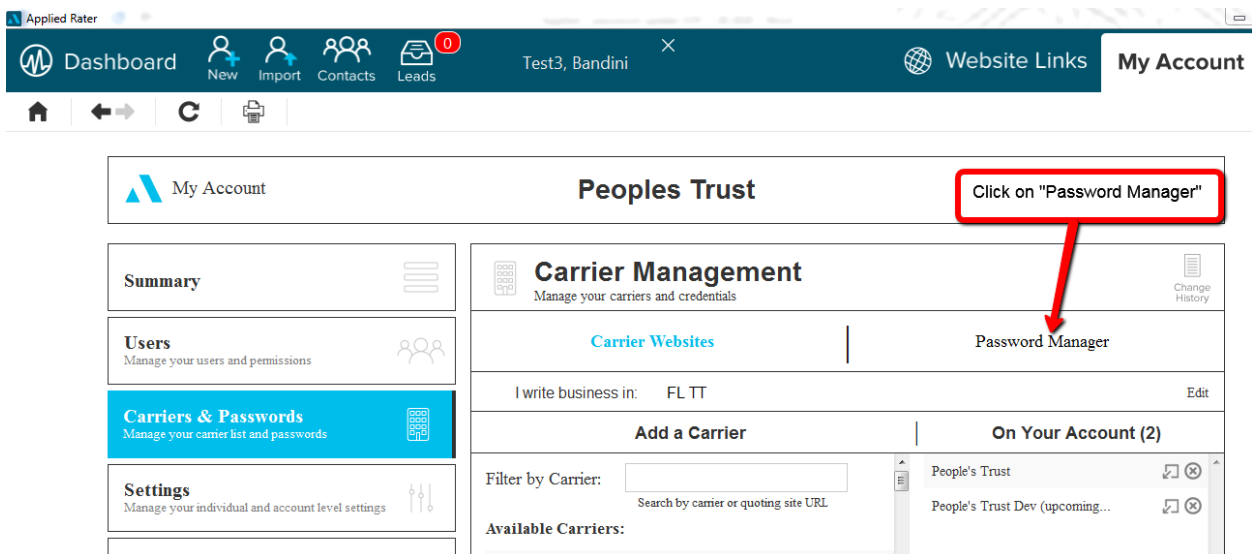
## Applied Rater - Password Update SOP 01.28.2020

1. Log out of Applied Rater and Log back in.
2. Click on "My Account" on the menu bar at the top of the page.
3. Click on "Carriers & Passwords" on the menu bar on the left side of the page.



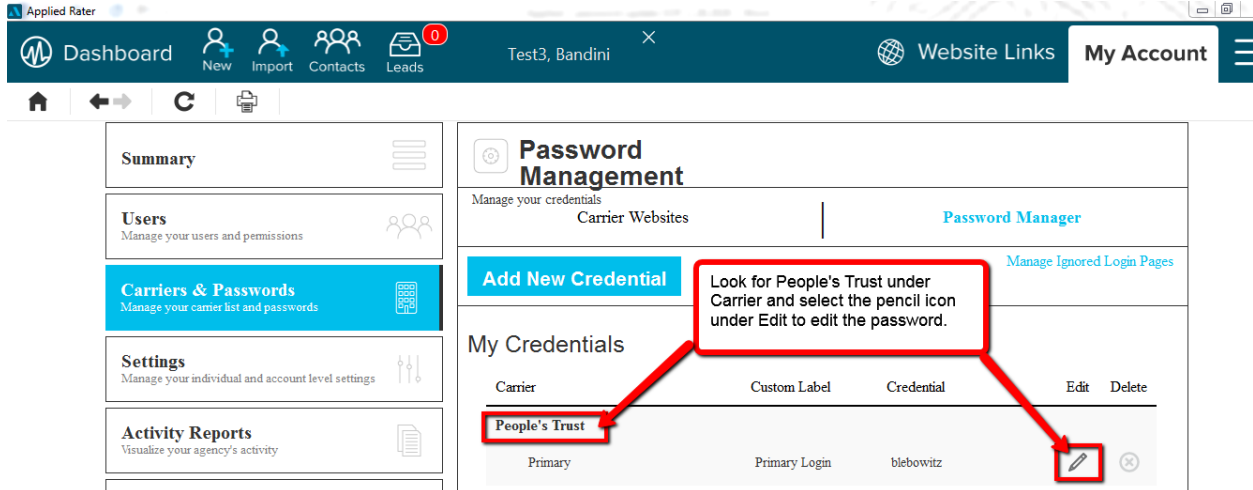
Click on "My Account" on the menu bar and then click on "Carriers & Passwords" to update your password.

4. Click on "Password Manager" under Carrier Management



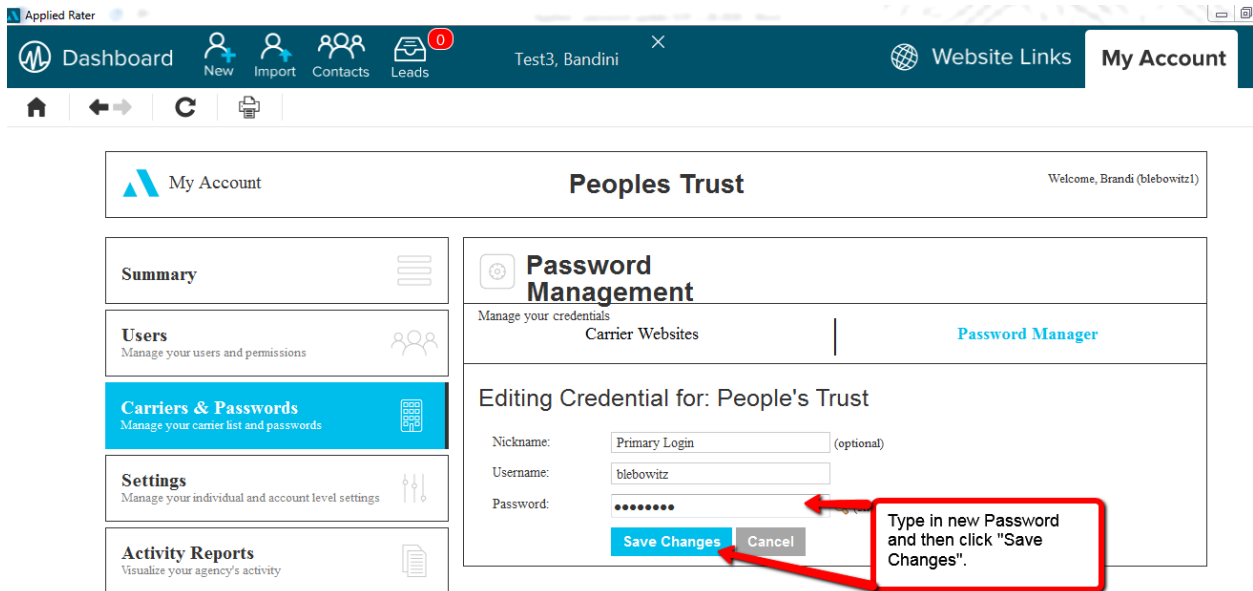
Click on "Password Manager"

- Look for People's Trust under Carrier and select the pencil icon under Edit to edit the password.



The screenshot shows the 'Password Management' section of the application. On the left is a sidebar with navigation links: Summary, Users, Carriers & Passwords (highlighted), Settings, and Activity Reports. The main content area has a sub-header 'Manage your credentials' with tabs for 'Carrier Websites' and 'Password Manager'. Below this is a table titled 'My Credentials' with columns: Carrier, Custom Label, Credential, Edit, and Delete. The first row is for 'People's Trust' with a 'Primary' custom label and 'blebowitz' credential. The 'Edit' column for this row contains a pencil icon, which is highlighted by a red box and an arrow pointing to it from a text box that says: 'Look for People's Trust under Carrier and select the pencil icon under Edit to edit the password.'

- Type in new Password and then click "Save Changes".



The screenshot shows the 'Editing Credential for: People's Trust' form. The form has fields for Nickname (Primary Login), Username (blebowitz), and Password (masked with dots). Below the password field are 'Save Changes' and 'Cancel' buttons. A red box highlights the 'Save Changes' button, with an arrow pointing to it from a text box that says: 'Type in new Password and then click "Save Changes".'