



WEB TUTORIALS

Merchant Admin

Change Password

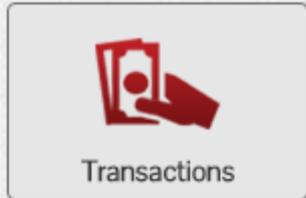


Merchant Account

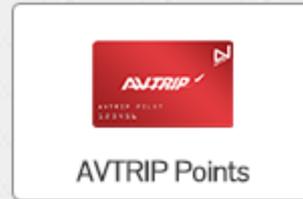
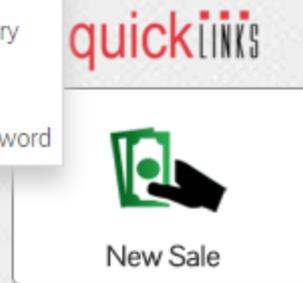


Home ▾ Transactions ▾ Lookup ▾ Customer Profiles ▾ Products and Pricing ▾ AVTRIP Promotions ▾ Merchant Account ▾ Help

Selected Account: 28 Account (Switch Account)



- Account Info
- System Setup
- Report Delivery
- Reports
- Change Password

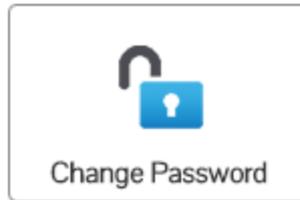
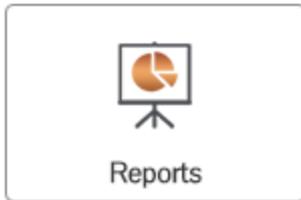
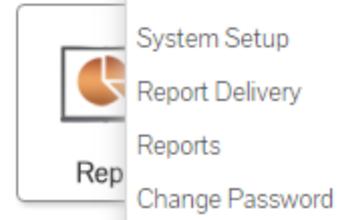
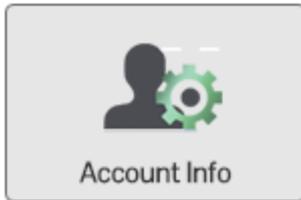


Select the “Merchant Account” button, “Merchant Account” in the top navigation bar or click on your user name in the upper right hand corner of the screen.

Change Password



Home ▾ Transactions ▾ Lookup ▾ Customer Profiles ▾ Products and Pricing ▾ AVTRIP Promotions ▾ Merchant Account ▾ Help



Select "Change Password".

Change Password



CHANGE PASSWORD

[Back](#)

* Old Password

* New Password

* Verify Password

Enter your current password in the “Old Password” box. Enter your new password in the “New Password” box and then re-enter it in the “Verify Password” box. Select ‘Change Password’.

Your password provides security for your account, preventing unauthorized people from accessing your personal information. Passwords should be updated on a regular basis to prevent information theft and should contain a combination of uppercase and lowercase letters, numbers, and symbols.

Your password may not be the same as your last 3 passwords.

Your password must also contain:

- at least 6 characters
- no more than 20 characters
- at least 3 letters
- at least 3 characters that are not letters

[CHANGE PASSWORD](#)

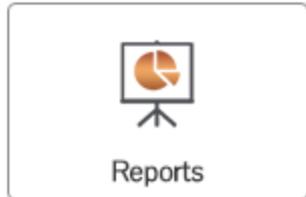
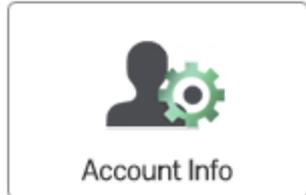
Note

The password must be 6 characters long and requires 3 alpha characters and 3 numeric characters. Do not write down or share you password with anyone.

Select Other Menu Options



Home ▾ Transactions ▾ Lookup ▾ Customer Profiles ▾ Products and Pricing ▾ AVTRIP Promotions ▾ Merchant Account ▾ Help



Use the menu to view other Merchant Account information.