

Changing Your Password

When you are signed in the BIZ-e application, you have the ability to change your password. As a security measure, the BIZ-e system will require you to change your password every 60 days. A password must have a minimum length of eight characters and must contain at least one numeric field.

To change your password, click on Change My Password.

ALLAHASSEE	Home	Add to Favorites	Sign out
Menu Search: D Vendor Self Service Renorting Tools - Change My Password - My Personalizations - My System Profile			

Type your **Current Password**, your **New Password** and **confirm** the **New Password**. Click on the **Change Password** button.

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	*Current Password:				
	*New Password:				
	*Confirm Password:				
	Observe Received				
	Change Password				

Your password is activated once you click on **Change Password**. After changing your password, proceed with the use the BIZ-e system.