

How to Reset/Change Password on MyBuildingPermit.com

Applies to: MyBuildingPermit.com Public Site

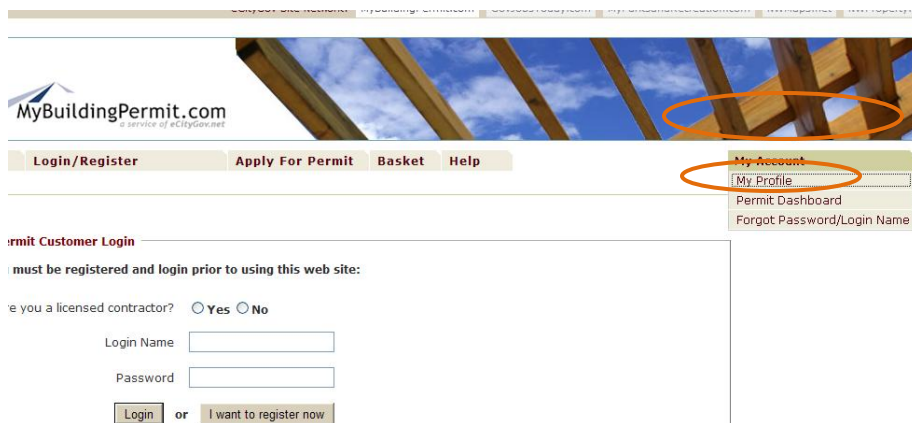
- This feature will allow the customers to edit or change their password on their existing account.

Preparation

Before starting this procedure, you will need the following:

1. This feature requires you to have a valid user name and password.
2. This feature requires you to have an existing account profile.

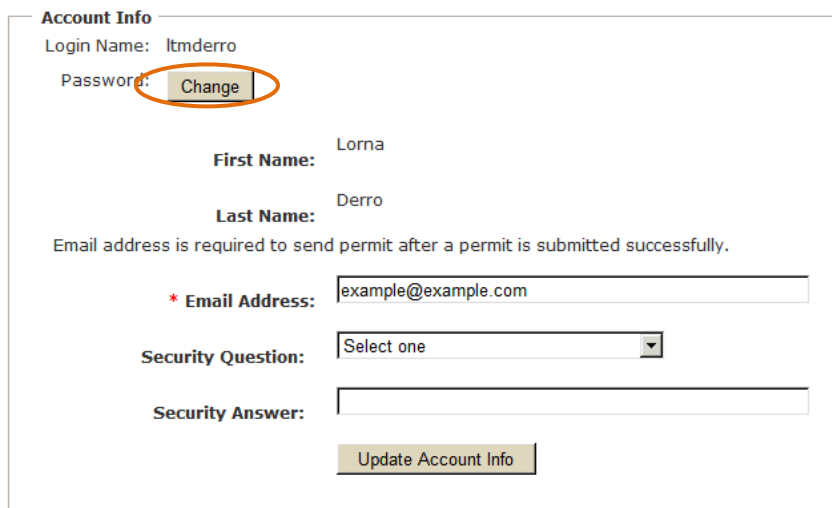
Instructions



The screenshot shows the top navigation bar of the MyBuildingPermit.com website. The 'My Account' dropdown menu is open, with 'My Profile' highlighted. The 'Login/Register' button is also visible.

1. Go to MyBuildingPermit.com website.

Hover over My Account and click 'My Profile'.



The screenshot shows the 'Account Info' form. The 'Password' field has a 'Change' button next to it. The form includes fields for 'First Name', 'Last Name', 'Email Address', 'Security Question', and 'Security Answer'. The 'Update Account Info' button is at the bottom.

2. To reset your password, click 'Change'.

Confirm the email address on the 'Email Address' field.

Click 'Update Account Info'.

Account Info

Login Name: ltmderro

Password:

* Current Password: (from 8 to 15 characters long, and at least 3 of: letter, number, lower case, upper case, special character)

* New Password: (from 8 to 15 characters long, and at least 3 of: letter, number, lower case, upper case, special character)

* New Confirm Password:

3. Enter your current password and your new password. Enter again to confirm your new password.

Click 'Save'.