

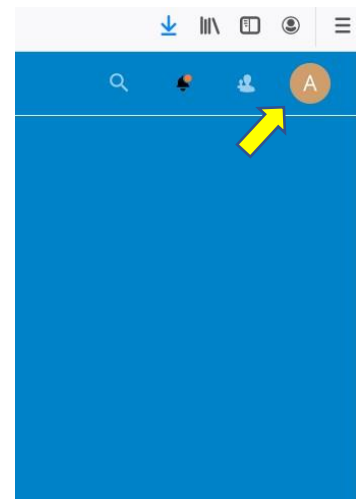
DCP ADMIN: FIRST TIME LOG IN – CHANGE PASSWORD

We recommend the DCP Admin to change the log in password at their first log in to the DCP account.

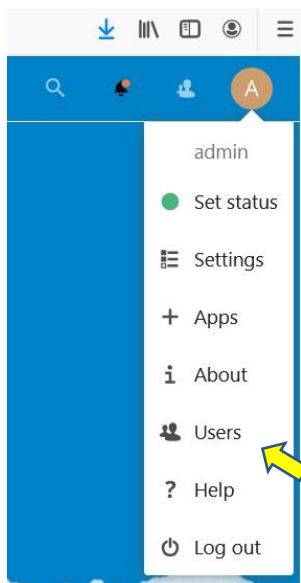
Please use complex password to prevent DCP account breach and take-over by unauthorized parties.

How to Change Password

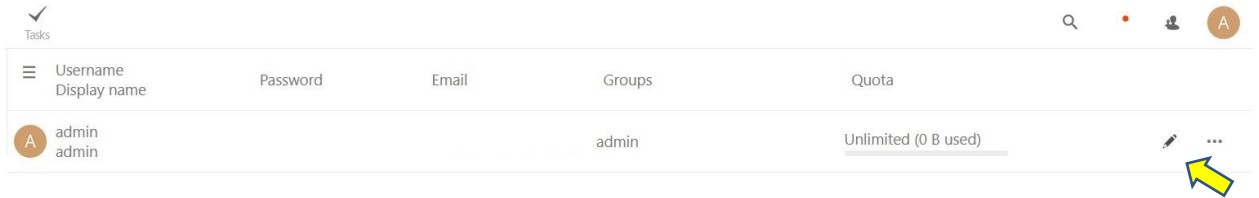
1. Upon logging in to your DCP Account, click on the icon represented by “A” at the top far right of your screen / browser.



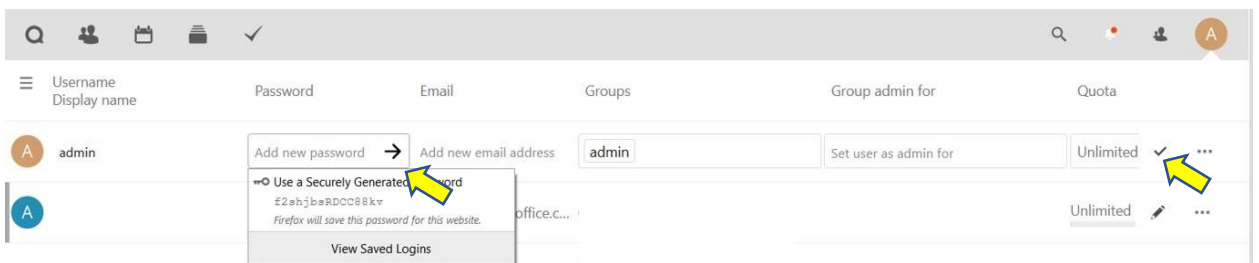
2. A menu drop down as per below, click on “Users”



3. The “Users” page opens as follows, look for user “admin” and click on the pencil symbol.



4. The fields become editable. Key in the new password at the “Password” box and click the arrow sign to enter the new password then followed by the tick sign to update the new password.



The end.