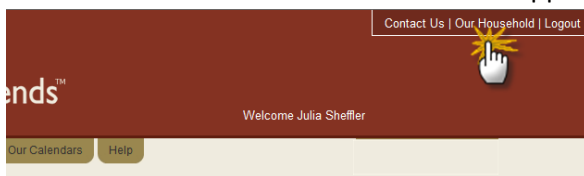


# Members – Changing Passwords

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Permissions Required: None: Must have Current Username and Password

1. Members may elect to change their passwords for logging into the household side of their Just Between Friends account any time they are logged in. (This information does not apply to lost or forgotten password reset).
2. Members log into their account at [www.justbetweenfriends.com](http://www.justbetweenfriends.com)
3. Click on the words “Our Household” at the upper right hand corner of their start page.



4. Click on the red link “Change Username and Password”
6. The page returned is similar to the following: Please note that username can also be changed here but each action, password change and/or username, should be performed separately.

CHANGE YOUR USERNAME

Username:

CHANGE YOUR PASSWORD

Current Password:

New Password:

New Password Verification:

- i.
7. Enter in the current password, the one you used to sign into the account this time.
8. Then type in the new desired password once in the “New Password” field and again in the “New Password Verification” field.
9. Click on the button “Change Password”.
10. If the passwords in the “New Password” Field and the “New Password Verification” field don’t match the system will give you an error. Retype both fields and click on the button “Change Password” again.
11. Important: Passwords must be at least 7 characters long and cannot be retrieved by admins or the system. They can only be reset.
12. After clicking on the “Change Password” button you will get the green words at the bottom of the page: **Password changed successfully!**.