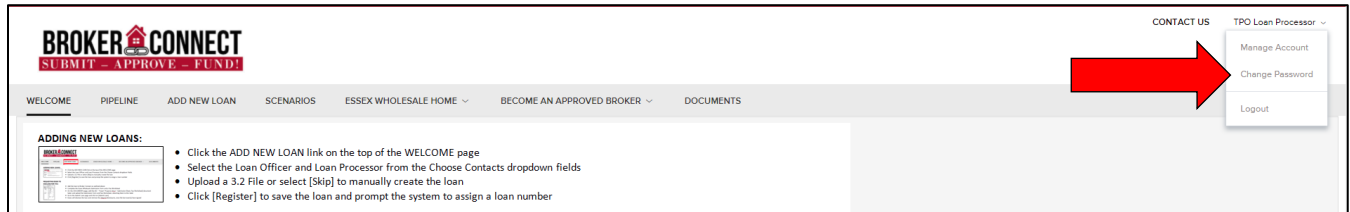




### Changing Your Password

The first time you login to the Broker Connect portal, it is imperative you change the temporary password that was provided. The system will not prompt you to change your password, it needs to be manually changed. Follow the steps below.

STEP 1: Click on your name in the top right hand corner of the Welcome page and select "Change Password".



STEP 2: Complete the Current Password and New Password fields. Your new password must include the following criteria:

- Have a minimum of 9 characters
- Contain at least 1 Upper Case Letter
- Contain at least 1 Lower Case Letter
- Contain at least 1 Number
- Contain at least 1 Special Character

The screenshot shows a 'Change Password' form with the following fields: 'Email' (tpolp@essexmortgage.com), 'Current Password' (masked with dots), 'New Password' (masked with dots), and 'Re-enter New Password' (masked with dots). There are 'Cancel' and 'Save' buttons at the bottom right.

Click [Save] to continue. The following message will appear when your password has been changed successfully.

