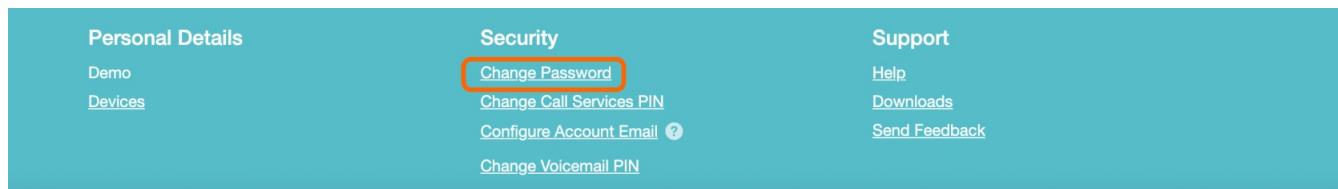


Changing the CommPortal Password (Optional)

INFO: Please keep your passwords in a safe place. This password is required to access the CommPortal and is required for both mobile and desktop Pod Connect applications.

Once logged in the CommPortal scroll down to the bottom of the page and under **Security** click on **Change Password**



Next, in the change password box enter your current password then enter a new password, type the new password again in the **Confirm new password** field.

Change Password

The 'Change Password' form consists of three input fields, each with a masked password (dots). The first field is labeled 'Current password:', the second 'New password:', and the third 'Confirm new password:'. The 'Confirm new password' field has a cursor at the end. Below the form are two buttons: 'Confirm' (circled in orange) and 'Cancel'.

Click on **Confirm** once completed. You will receive an e-mail to account e-mail address advising that the password has been changed.

Next continue to [Downloading Pod Connect for Desktop/Android/iOS](#) if this is included in your package, if not continue to [Desk Phones](#)

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