How to Change Your CommPortal Password

Business Seat

Log in to the individual CommPortal (or access the individual settings from the Admin Portal)

On the bottom of the page, click on the hyperlink "Change Password"
In the pop-up that appears, enter the current and the new password. Confirm the new password by entering it again.

*For security, the text will be hidden as you type*

Click “Confirm” to make the change.

Your CommPortal password has now been updated!