

# Updating Your Password

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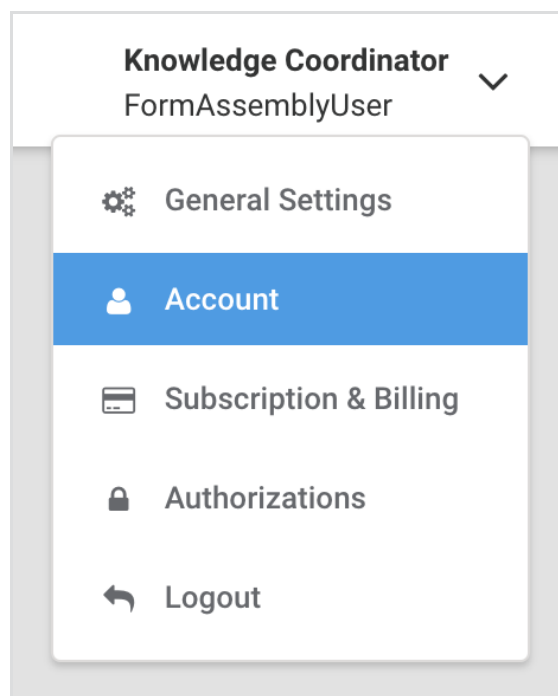
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# Account Password

If you need to update your plan or password follow the steps below.



1. Once logged in, click on your name/username in the top right of the screen.
2. Click **Account**.
3. Click **Update Password**.

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## Password Policy

When entering a new password, please adhere to the following password policy:

- Passwords must include a minimum of 12 characters
- Passwords must use numbers, uppercase, lowercase, and special characters
- Personal Identifiable Information (PII), such as your name or email address, cannot be used within a password

- Commonly used passwords (such as p@ssword123) are restricted and will return an error if entered
  - Basic, Essentials, Team, and Enterprise plan users cannot reuse their last 4 passwords
  - Government plan users cannot reuse their last 24 passwords
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