

CREDITOR - QUICK REFERENCE GUIDE

Utilities and Reports

Change Your Password

Step	Action
1	Click on the Utilities hyperlink at the top of the screen.
2	Click on Maintain Your ECF Account button and your personal information screen will display.
3	Scroll to the bottom of the screen and click on the More user information button. The More user information screen will display revealing the login and password fields.
4	Your password will appear as all * stars. Enter your new Password here.
5	Click on the Return to Account button and you will be returned to your personal information screen.
6	Scroll to the bottom of the screen and click Submit . If you do not click the Submit button, your changes will not be saved.