Click on User Settings in the top right hand corner of the screen.

Synergy FIS Provider Portal	Logged in as: Abctestlog User Settings <u>Logout</u>
HOME FUNDING	
Location: HOME	
Welcome to the FIS Provider Portal	
Please make a selection from the menu to proceed	

Type your desired new password into the New Password, and Confirm New Password fields.

Synergy FIS Provider Portal			
HOME FUNDING			
Location: <u>HOME</u> > USER	SETTINGS		
User Settings Authent	ication Questions		
Please change your details below:			
New Username:	Abctestlog		
New Password:	•••••		
Confirm New Password:	•••••		
Please enter your current password for security reasons:			
Current Password:			
Confirm			

Type your existing password into the Current Password field. Click on **Contim**.

🜀 Synergy	FIS Provider Po	rtal	Logged in as: Abctestlog <u>User Settings</u> <u>Logout</u>	
HOME FUNDING				
Location: <u>HOME</u> > USER	SETTINGS			
User Settings Authen	tication Questions			
Please change your details below:				
New Username:	Abctestlog			
New Password:	•••••			
Confirm New Password:	••••			
Please enter your current password for security reasons:				
Current Password:	•••••			
Confirm				

A red warning banner will appear if the new password did not match in both the New Password and Confirm New Password fields. Repeat steps 4 and 5 to try again.

🜀 Synergy F	IS Provider F	ortal	Logged in as: Abctestlog <u>User Settings</u> <u>Logout</u>
HOME FUNDING			
Lasting HOME - HOER O	TTINGO		
Location: <u>HOME</u> > USER S	ETTINGS		
	۲	The two passwords you entered do not r	natch. Please try again.
User Settings Authentic	cation Questions		
Please change your details below:			
New Username:	Abctestlog		
New Password:			
Confirm New Password:			
Please enter yo	our current pas	sword for security reasons:	
Current Password:			
Confirm			

A green banner will appear to inform you that your password has been changed successfully. Click on Logout in the top right corner side of the screen, or click on HOME at the top left corner of the screen to return to the homepage.

Synergy FIS Provider Portal	Logged in as: Ab testlog User Settings		
HOME FUNDING			
Location: <u>HOME</u> > USER SETTINGS			
Your password has been successfully upo	dated.		
User Settings Authentication Questions			
Please change your details below:			
New Username: Abctestlog			
New Password:			
Confirm New Password:			
Please enter your current password for security reasons:			
Current Password:			
Confirm			