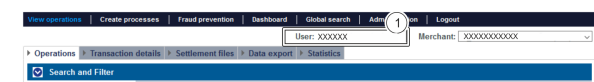


Changing the password

Opening merchant and user data



1. User who is logged in

Proceed as follows to open the merchant and user data:

1. Click on the user.

The merchant and user data open.

Detailed view of user		
Access data	Creation date	XXXXX
	User Name	XXXXX
	Merchant	XXXXX
	Status	XXXXX
Personal Data	First name	XXXXX
	Last name	XXXXX
	E-mail address	XXXXX
	Department	XXXXX
	Detail	XXXXX
Localisation data	Time Zone	(UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna
	Culture	German [de]
New passwordChange settings		

Changing the password

Detailed view of user		
Access data	Creation date	XXXXX
	User Name	XXXXX
	Merchant	XXXXX
	Status	XXXXX
Personal Data	First name	XXXXX
	Last name	XXXXX
	E-mail address	XXXXX
	Department	XXXXX
	Detail	XXXXX
Localisation data	Time Zone	(UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna
	Culture	German [de]
New passwordChange settings		

1. "New Password" button

1. Click on the "New password" button.

Application Button

The button at the bottom allows you to jump to the corresponding page within the application. You must be logged in to jump to the corresponding page within the application.

Computop Analytics

On this page

- [Opening merchant and user data](#)
- [Changing the password](#)

In this section

- [Analytics](#)
- [Changing merchant and user data](#)
- [Changing the language](#)
- [Changing the password](#)
- [Start and logging in to the application](#)

The "New password" input field appears below this button.

New password

Change settings

New password

Password rules:

- differing from the last 4 passwords
- 8 to 20 characters long
- each have at least one digit, one special character and one uppercase letter

Current password

New password

New Password (repeat)

Cancel action

Confirm

1. Input fields for changing the password
2. "Confirm" Button



Rules when changing a password

For a new password to be valid, it must meet the following criteria:

- 8 to 20 characters long
- At least one digit, one special character, and one uppercase letter
- Different to the last four passwords

1. Enter the current password and the new password.
2. Click on the "Confirm" button.

If the password meets the rules for choosing a password (see above), the message "Password successfully changed" will appear in green. If the password does not meet the rules for choosing a password and is therefore invalid, a message showing the reason why will appear in red.