How to Change Your Password
(A Feature of "My Profile")

The "**My Profile**" page is part of the member's-only portion of the website. This is where you can change your password, upload a photo, and add your assistant's information, among other things.

Want to change your password? Let's get started!

1. Go to www.nappa.org.

2. Log in with your current Username and Password.

3. If you have forgotten your password, see the instructions for "How to Login" located under the Website Help menu item.

1. When you see "Hello My Name Is …" you have reached the "Member Landing Page."

2. Click **My Profile**.

Your member profile will look similar to this. If NAPPA does not have your photo, you will see a placeholder for the photo.

You can upload a photo, or replace an existing one from **My Profile**.
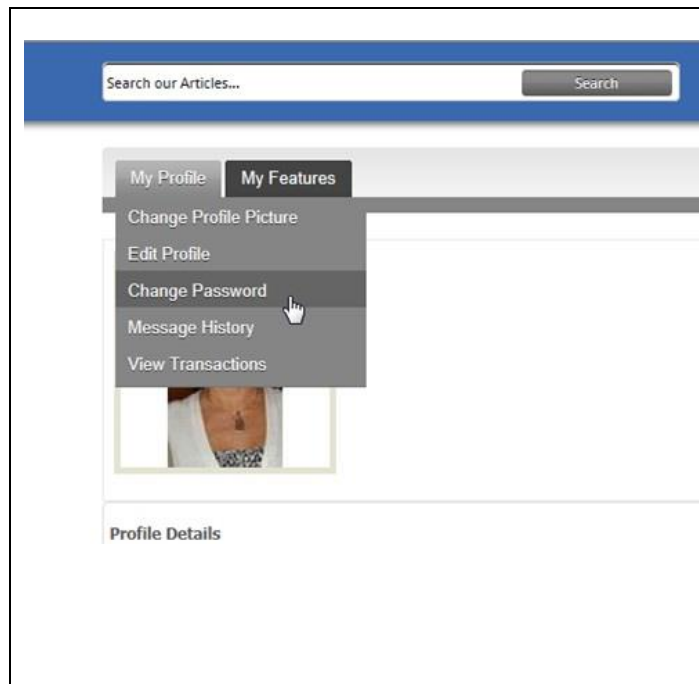
1. Hover the mouse over the **My Profile** tab and the drop-down menu will appear.

2. Click **Change Password**.

3. Other selections here are **Change Profile Picture** and **Edit Profile**.

4. You can also look at the **Message History** of messages from the NAPPA office (in case you deleted your email).

5. You can also **View Transactions**, which includes registrations, invoices, etc.

1. Type your current password.

2. There are no password requirements, other than it cannot be blank.

3. Type a new password.

4. Re-enter the new password.

5. **Save**.