

# EDI Support Services

## ***User Documentation: Changing Passwords in the Bulletin Board System (BBS)***

Due to new security procedures, all Trading Partner passwords expire the first time the Trading Partner accesses the BBS, requiring Trading Partners to select a new password. After this initial password change, passwords will expire every 60 days.

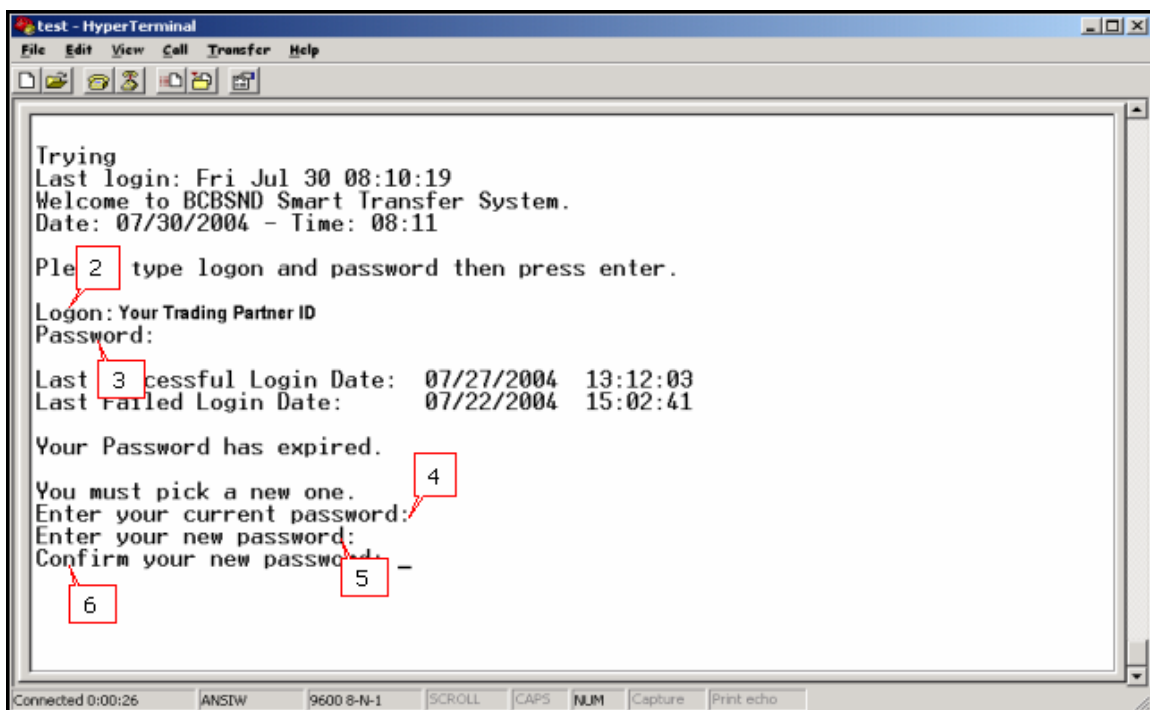
### **In this document:**

- Change passwords in the Bulletin Board System (BBS)

1. Dial into the BBS. See [EDISS User Documentation Bulletin Board System \(BBS\)](#), found in the Training and help section of the EDISS website.

Note: EDISS has two separate lines for transmission, a Testing line, and a Production line. Please contact EDISS to obtain the telephone number for the appropriate line.

2. Enter the case-sensitive logon provided by EDISS on the Test/Production fax sent to the Trading Partner from EDISS, and press Enter.



3. At the password prompt, enter the case-sensitive password provided by EDISS on the Test/Production fax, and press Enter.
4. Enter the case-sensitive password provided by EDISS on the Test/Production fax, and press Enter.

## ***Changing Passwords in the Bulletin Board System (BBS) Continued...***

5. Enter a new password.

Password criteria:

- i. Password must be 8 characters.
- ii. Password must include a number, an upper and lower case character, and one special character (\*, &, #).
- iii. The use of dictionary names or words as passwords is prohibited.
- iv. The same password cannot be reused for 6 generations.

Note: EDISS provides password criteria during the testing process on the Test/Production fax.

6. Enter the new password again to confirm. After you have confirmed the new password, press Enter.

Note: When the password is successfully updated, the following text displays: "Password has been updated."