

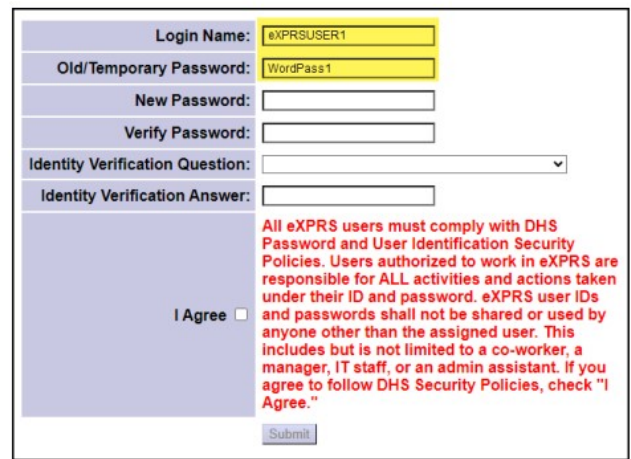
# How to Change Your eXPRS Password



Oregon Department of Human Services  
**Express Payment & Reporting System**

Home My Account **Change Password** Help ▾

**1** Log into the eXPRS Desktop Site and select **Change Password** from the Top Menu.



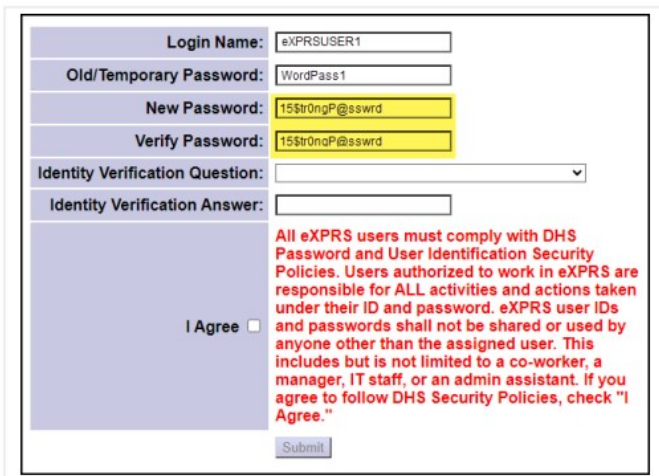
Login Name: eXPRSUSER1  
Old/Temporary Password: WordPass1  
New Password:   
Verify Password:   
Identity Verification Question:   
Identity Verification Answer:

I Agree

All eXPRS users must comply with DHS Password and User Identification Security Policies. Users authorized to work in eXPRS are responsible for ALL activities and actions taken under their ID and password. eXPRS user IDs and passwords shall not be shared or used by anyone other than the assigned user. This includes but is not limited to a co-worker, a manager, IT staff, or an admin assistant. If you agree to follow DHS Security Policies, check "I Agree."

Submit

**2** Enter your login name and current password into the highlighted fields



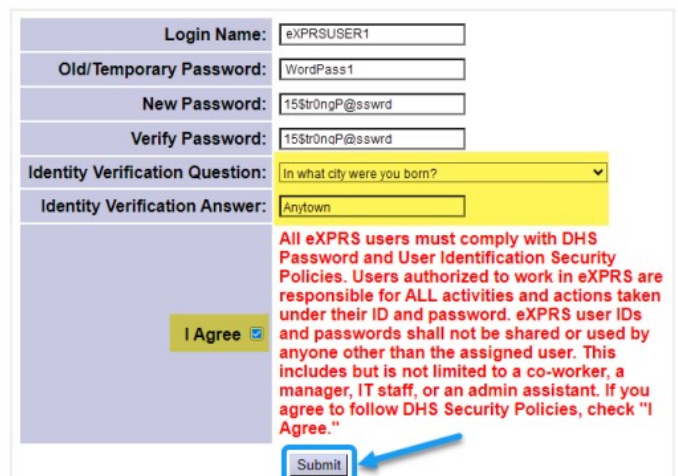
Login Name: eXPRSUSER1  
Old/Temporary Password: WordPass1  
New Password: 15\$tR0ngP@sswrD  
Verify Password: 15\$tR0ngP@sswrD  
Identity Verification Question:   
Identity Verification Answer:

I Agree

All eXPRS users must comply with DHS Password and User Identification Security Policies. Users authorized to work in eXPRS are responsible for ALL activities and actions taken under their ID and password. eXPRS user IDs and passwords shall not be shared or used by anyone other than the assigned user. This includes but is not limited to a co-worker, a manager, IT staff, or an admin assistant. If you agree to follow DHS Security Policies, check "I Agree."

Submit

**3** Enter your new password into highlighted fields.



Login Name: eXPRSUSER1  
Old/Temporary Password: WordPass1  
New Password: 15\$tR0ngP@sswrD  
Verify Password: 15\$tR0ngP@sswrD  
Identity Verification Question: In what city were you born?  
Identity Verification Answer: Anytown

I Agree

All eXPRS users must comply with DHS Password and User Identification Security Policies. Users authorized to work in eXPRS are responsible for ALL activities and actions taken under their ID and password. eXPRS user IDs and passwords shall not be shared or used by anyone other than the assigned user. This includes but is not limited to a co-worker, a manager, IT staff, or an admin assistant. If you agree to follow DHS Security Policies, check "I Agree."

Submit

**4** Select an Identity Verification Question and Answer, then select "I agree" and **Submit**.