



Passwords

31 July, 2002

The initial password you were given does not contain the numbers one or zero to avoid confusion. You will be prompted to change your password the first time you log-on to MEMFIS. These are the guidelines to remember when creating a new password:

- Your password must be at least 6 characters in length and not more than 30 characters.
- Your password must contain at least 1 numbers and at least 1 alphabetic character.
- Your password cannot contain your username.
- Your password cannot contain any repeating characters such as 99 or aa.
- Passwords are not case sensitive.

Passwords expire every 90 days, however you can change them as often as you like. Your password cannot be any password you have used in the past 365 days.

To change your password at any time, navigate to Edit, Preferences, Change Password. If you are unable to log-on with the password listed or you forget your password, please call x5555 and select the voicemail option for MEMFIS support.