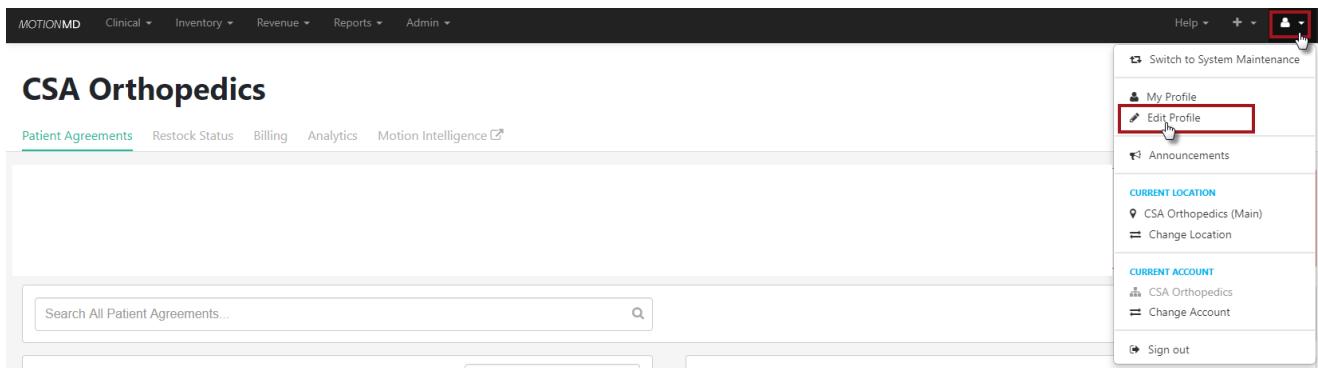


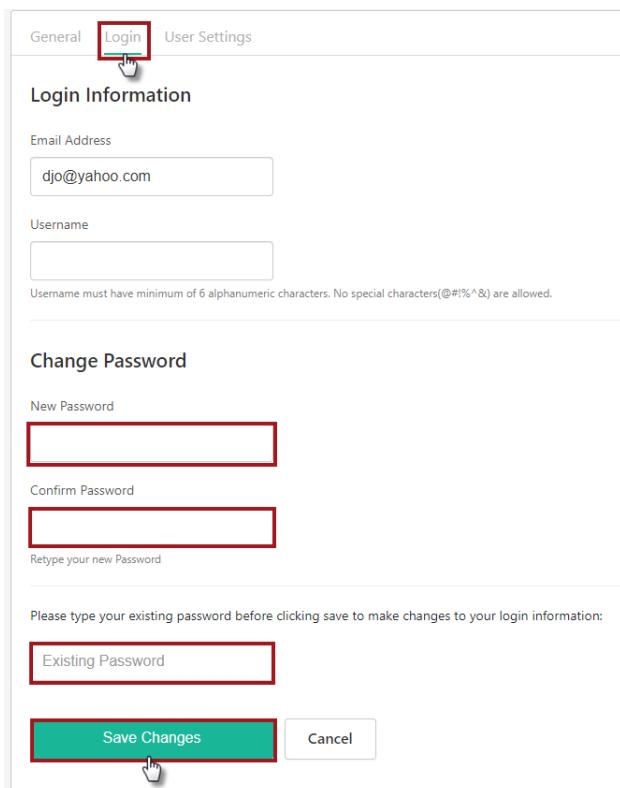
## UPDATING AN EXPIRING PASSWORD

MotionMD users will receive notification when their password is about to expire. An initial email reminder will be sent seven days prior to the password expiring. If the password is not updated within those 7 days, a second reminder email will be sent one day prior to the password expiring.

To update an expiring password, go to the Profile Icon on the top right side of the page and select Edit Profile.



Select the Login tab under the Change Password section and input a new password and Save Changes


 A screenshot of the 'Edit Profile' form. At the top, there are three tabs: 'General', 'Login' (which is highlighted with a red box and a mouse cursor icon), and 'User Settings'. Below the tabs is a section titled 'Login Information' with fields for 'Email Address' (containing 'djo@yahoo.com') and 'Username' (an empty field). A note below the username field states: 'Username must have minimum of 6 alphanumeric characters. No special characters(@#!%^&) are allowed.' Below this is a section titled 'Change Password' with fields for 'New Password' (an empty field), 'Confirm Password' (an empty field), and 'Retype your new Password' (an empty field). Below these fields is a note: 'Please type your existing password before clicking save to make changes to your login information:' followed by a field titled 'Existing Password' (an empty field). At the bottom of the form are two buttons: a large green 'Save Changes' button and a smaller 'Cancel' button.