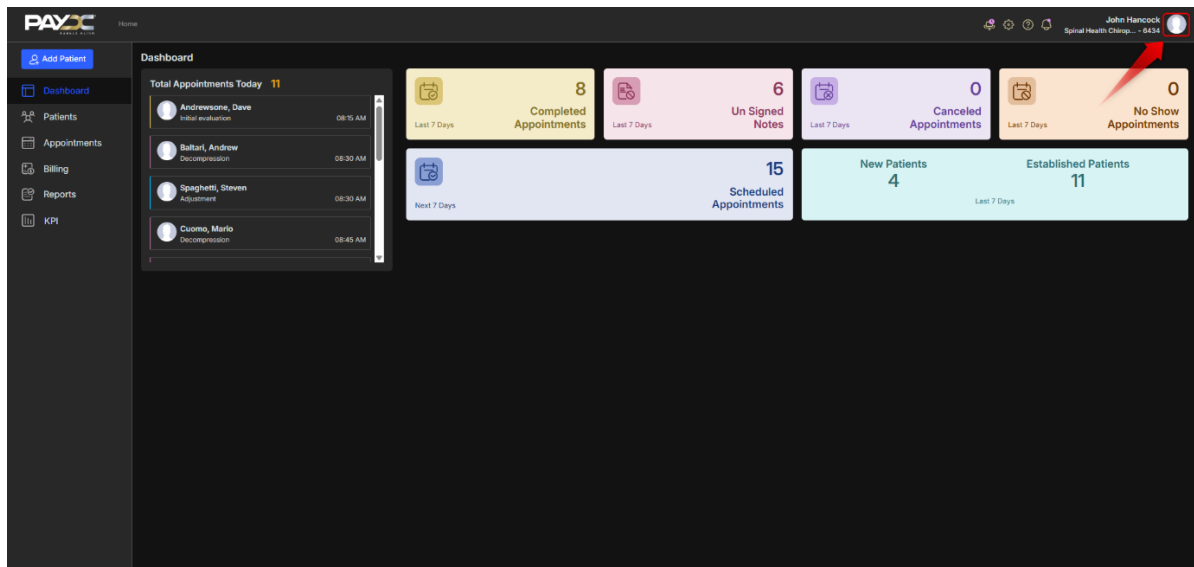
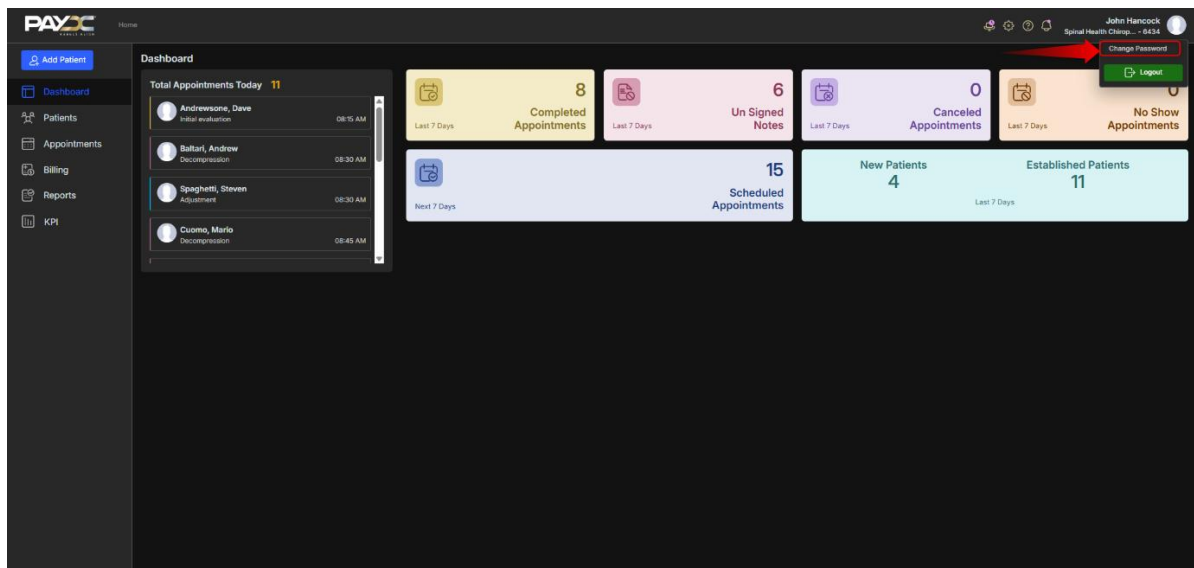


Change Password

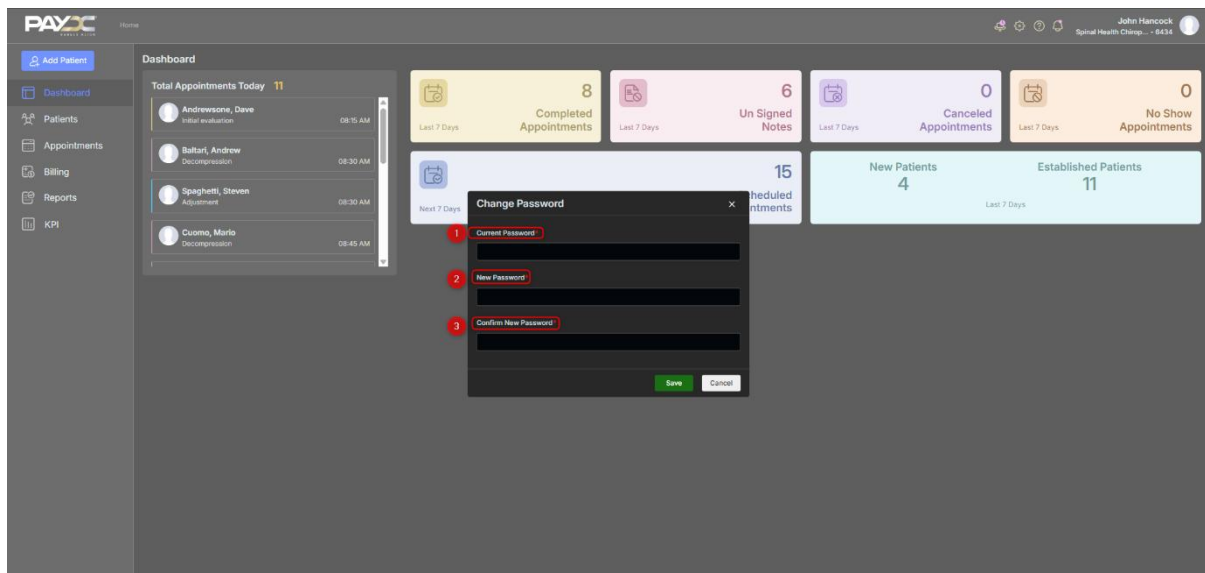
1. To change your password, click on the user image located in the top right corner of your PDC window.



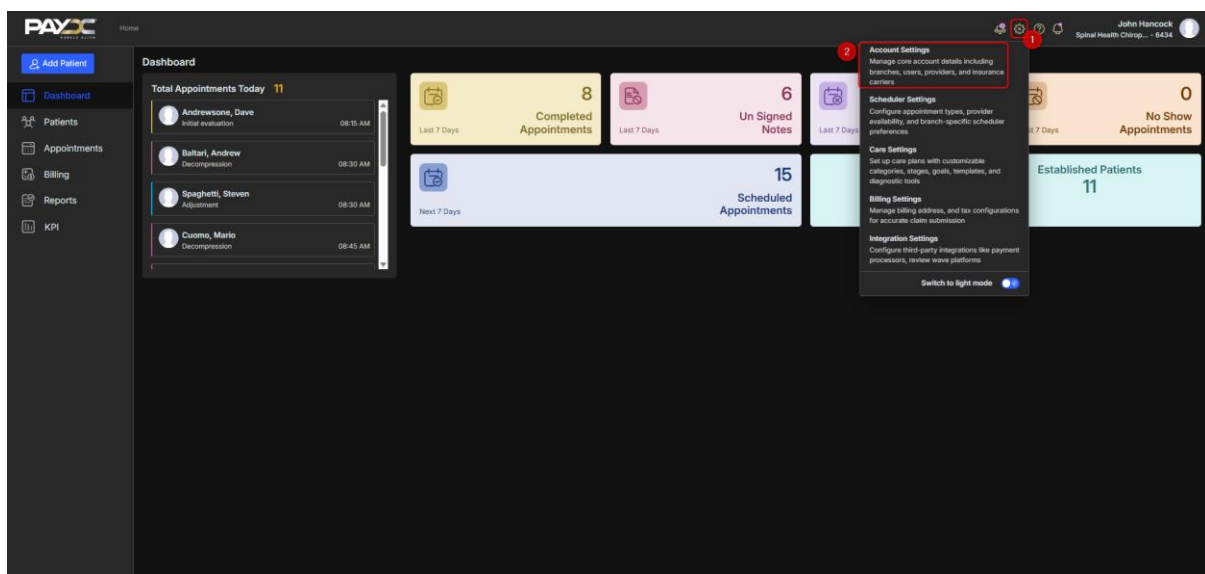
2. Choose Change Password.



3. Type your current password and the new password twice.
4. Your new password must have at least 7 characters, including a symbol.
5. There are no requirements for upper or lowercase letters.
6. However, the password you type will be case sensitive moving forward.



7. To change your password for another user in the clinic, click on the Settings icon and go to Account Settings.



8. Click Users.

The screenshot shows the PAVOC Account Settings - Overview page. The left sidebar contains a list of navigation items: Add Patient, Dashboard, Patients, Appointments, Billing, Reports, and KPI. The main content area is divided into two sections: Overview and Users. The Overview section contains fields for Formal Corporate Name, Address, Contact, Payment Processing, Market Roles, Administrative Roles, and Subscriber Identification Numbers. The Users section is currently empty. A red arrow points to the 'Users' link in the left sidebar.

9. Then select the user whose password you'd like to update.

The screenshot shows the PAVOC Account Settings - Users page. The left sidebar contains a list of navigation items: Add Patient, Dashboard, Patients, Appointments, Billing, Reports, and KPI. The main content area is divided into two sections: Overview and Users. The Users section contains a table with the following data:

Display Name	User Name	Locked	Status	Action
Hancock, John DC	support@payoc.com	No	Active	
Martin, Martha LMT	Martha@payoc.com	No	Active	
Alex, Luke PT	luke@payoc.com	No	Active	
Scheduler, Test	scheduler@payoc.com	No	Active	

A red arrow points to the 'Users' link in the left sidebar.

10. Type the new password twice.

11. Click Save.

12. The user will be able to login with their new username and password moving forward.

The screenshot displays the PAYOC software interface for editing a user's details. The left sidebar contains navigation links: Add Patient, Dashboard, Patients, Appointments, Billing, Reports, and KPI. The main content area is titled 'Account Settings' and 'User Details' for a user named Martha Martin. The 'Details' section includes fields for First Name (Martha), Middle Name (Message), Last Name (Martin), Suffix (LMT), Date Of Birth (8/8/1988), and Username (Message@payoc.com). The 'Password' and 'Confirm Password' fields are highlighted with a red box. Below this, the 'User Defaults' section shows the Primary Practice/Work Location as 'Spinal Health Chiropractic'. The 'Market Role of this User' section has 'Health Care Provider' selected. The 'Administrative Role of this User' section has 'Health Care Provider' selected. The 'Health Care User Details' section has 'Participates in Medicaid?' and 'Accepts Medicare Assignments' both set to 'No'. A red arrow points to the 'Save' button at the bottom right of the form.

PAYOC Home / Account Settings / Users / Martha Martin John Hancock Spinal Health Chiro... - 8434

Account Settings

Overview
Branches
Users
Referring Providers
Insurance Carriers
Carrier Classes
Metrics

User Details Modify User Active? ☒ Locked Out? ☐

Details

First Name: Martha Middle Name: Message Last Name: Martin
Suffix: LMT Date Of Birth: 8/8/1988
Username (Must be a Valid Email Address): Message@payoc.com
Password: Confirm Password

User Defaults

Primary Practice/Work Location: Spinal Health Chiropractic Default Merchant Account: Claim Clearing House Account

Market Role of this User

Health Care Provider ☒ Health Care Supplier ☐ Health Care Assistant ☐

Administrative Role of this User

Health Care Provider ☒ Health Care Assistant ☐ Health Care Supplier ☐ Central Administrator ☐
Insurance Billing ☒ Account Management ☐ Financial Recovery ☐ Principle Place of Business (PPB) ☐
Payment Processing ("Pay to") ☐ Mailing ☐ Shipping ☐ Security Officer ☐ System Administrator ☐

Health Care User Details

Participates in Medicaid? ☐ Accepts Medicare Assignments ☐

Save **Cancel**