

Change Password

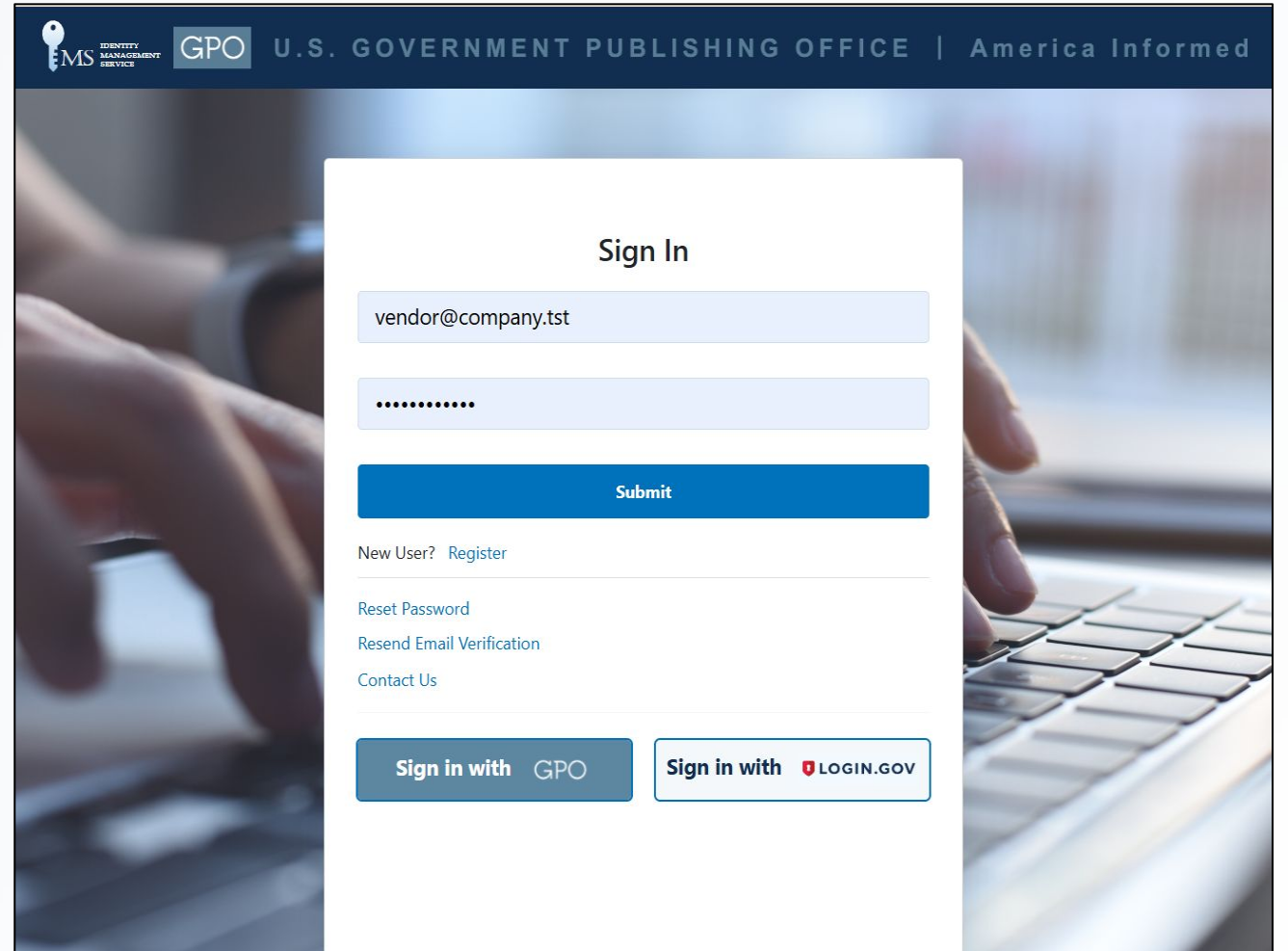
Instructional guide for updating password within GPO IMS.

1. Log In to Your Account

Access the Dashboard

To update your password, you must first authenticate with your current credentials.

-] Navigate to the GPO IMS homepage.
- 👤 Enter your registered Email and Password.
- 💻 Click **Login** to proceed to your profile.



The screenshot shows the GPO IMS Sign In page. The header includes the IMS logo, GPO logo, and the text "U.S. GOVERNMENT PUBLISHING OFFICE | America Informed". The main content area is titled "Sign In" and contains a form with two input fields: one for the email address (containing "vendor@company.tst") and one for the password (masked with dots). Below the input fields is a blue "Submit" button. Underneath the "Submit" button are links for "New User? Register", "Reset Password", "Resend Email Verification", and "Contact Us". At the bottom of the form are two buttons: "Sign in with GPO" and "Sign in with LOGIN.GOV". The background of the page shows a person's hands typing on a laptop keyboard.

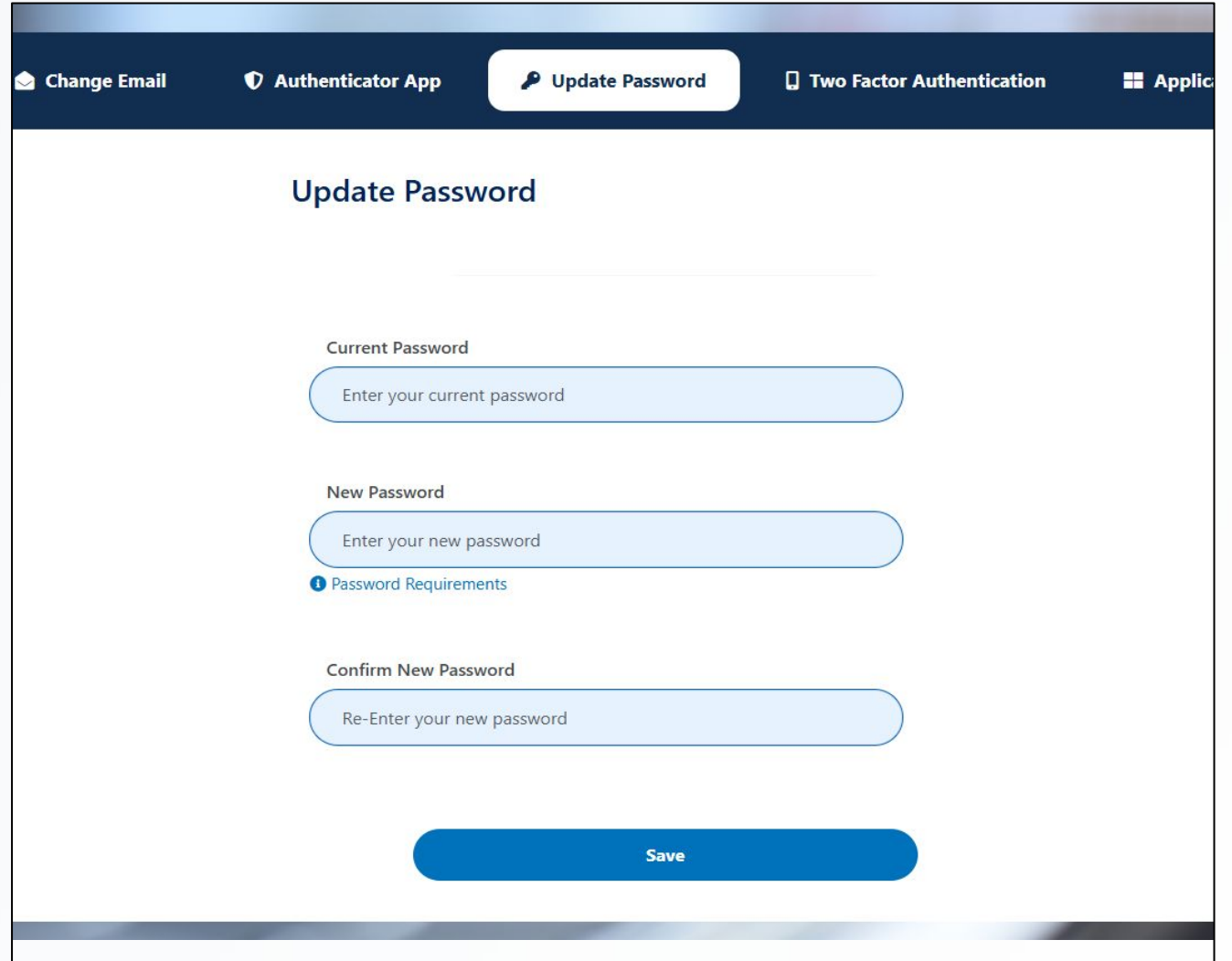
Update Password

Navigate to Update Password Tab

 Type your **Current Password**.

 Enter your **New Password**.

 Re-enter to confirm accuracy.



The screenshot shows a mobile application interface for updating a password. At the top, there is a dark blue navigation bar with five tabs: 'Change Email', 'Authenticator App', 'Update Password' (which is highlighted with a white background and a key icon), 'Two Factor Authentication', and 'Applic'. Below the navigation bar, the main content area is white and titled 'Update Password'. The form consists of three input fields, each with a light blue border and rounded corners. The first field is labeled 'Current Password' and contains the placeholder text 'Enter your current password'. The second field is labeled 'New Password' and contains the placeholder text 'Enter your new password'. Below this field is a small blue information icon followed by the text 'Password Requirements'. The third field is labeled 'Confirm New Password' and contains the placeholder text 'Re-Enter your new password'. At the bottom of the form is a large, solid blue button with the text 'Save' in white.