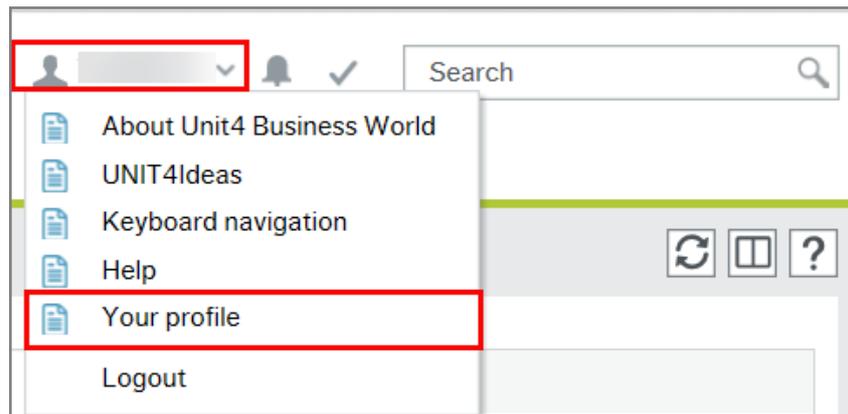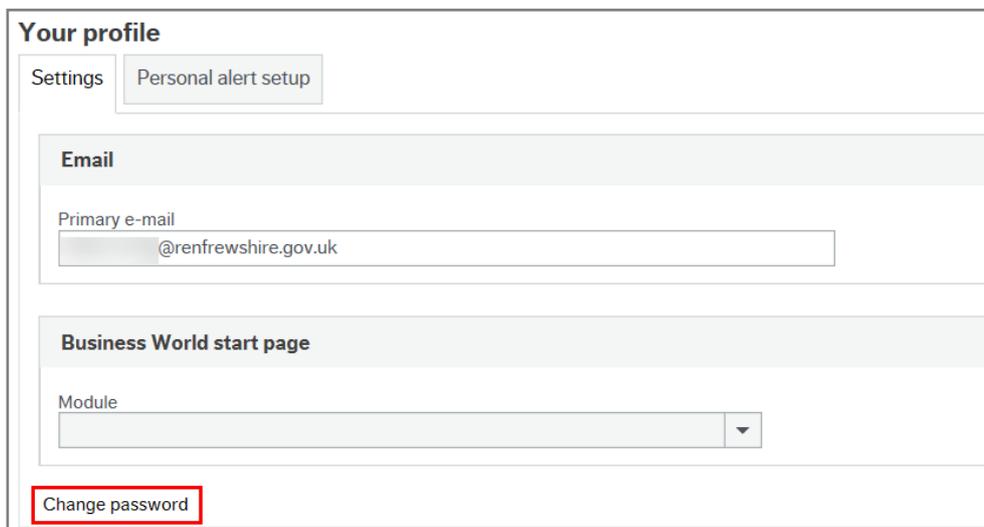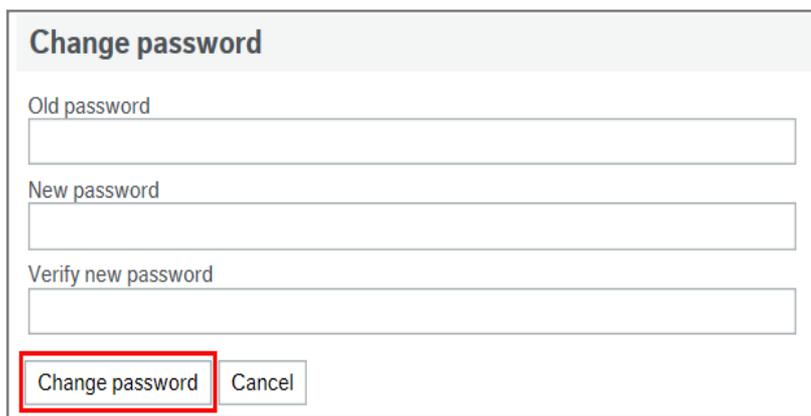# How to change your existing password in Business World

This guidance will provide step by step instructions on how to change your existing password within Business World.

To change your password, navigate to your username at the top right of the screen & select 'Your profile' from the drop-down list.

Click on the 'Change password' button within the your profile screen to choose a new password.

This will open the change password window.

Type in your existing password in the first field, type in a new password in the second field and then verify your new password in the final field.

Then click on Change Password & click on the blue save button to save changes.