

Help with your password and username

How Do I Change My Password?

- 1. Login to <u>your account</u> (if you're locked out of your account, you can use our web chat service to unlock it)
- 2. Click on **My Profile** at the top of your main dashboard. Then, select **Change Password** towards the top left of the My Profile page.

My Dashboard	My To-Do List	My Notices and Announcements	My Profile	My Household		
My I	Profile					
This is	This is your profile information. Please keep it up to date.					
Accou User Nar Password		on Change Password				

- 3. Enter a new password. Make sure it:
 - Has between 8 and 15 characters long
 - Has at least one number
 - Has at least one special character from the following list: !@#\$_=
 - Has at least one uppercase and at least one lowercase letter
 - Does not repeat characters more than two times (example: 'Passsword' is not allowed)
 - Doesn't include your username
- 4. Then, click on Submit to save your new password



Account Information

*Current	Password	
*Enter n	ew password	
*Retype	password	

What do I do if I forgot my username or password?

- 1. Go to HealthSourceRI.com
- 2. Click on **Account Sign-in** on the top right of the page.





3. Select Forgot Username/Password? Below Log In to Your Existing Account.

Log In to Your Existing Account		
Username *		
username		
Password *		
password		
Forgot Username/Password?		
Log In		

4. Select either Forgot Username or Forgot Password.



5. Complete details for your selected option and then Next.

Tip: Remember to check your Spam folder for emails if you select the **Recover username using email** option.



	Forgot Username		
	First Name *		
	first name		
	Last Name *		
	last name		
	Date of Birth *		
	MM/DD/YYYY	i	
	Social Security Number *		
	123-45-6789		
	 Recover username using email Recover username by answering and the secover username by providing of the secover username by providing of the secover username by providing the secover u		
	-or-		
	Forgot Password		
	Username *		
	Username		
	Recover password using email		
	Recover password by answering s	ecurity questions	
	Recover password by providing case number		
	I don't know my email, answers to	security questions, or case number	
6. If	you do not remember your email, answe	ers to security questions, or case	

 If you do not remember your email, answers to security questions, or case number, use our Chat function at HealthSourceRI.com for help.



	Chat with us!	
2	Chat With Us!	$- \times$
First Name * Jane		
Last Name *		
Doe	la van tada 2	
How can we he	assword reset.	

Heart Sourceau

START CHAT!