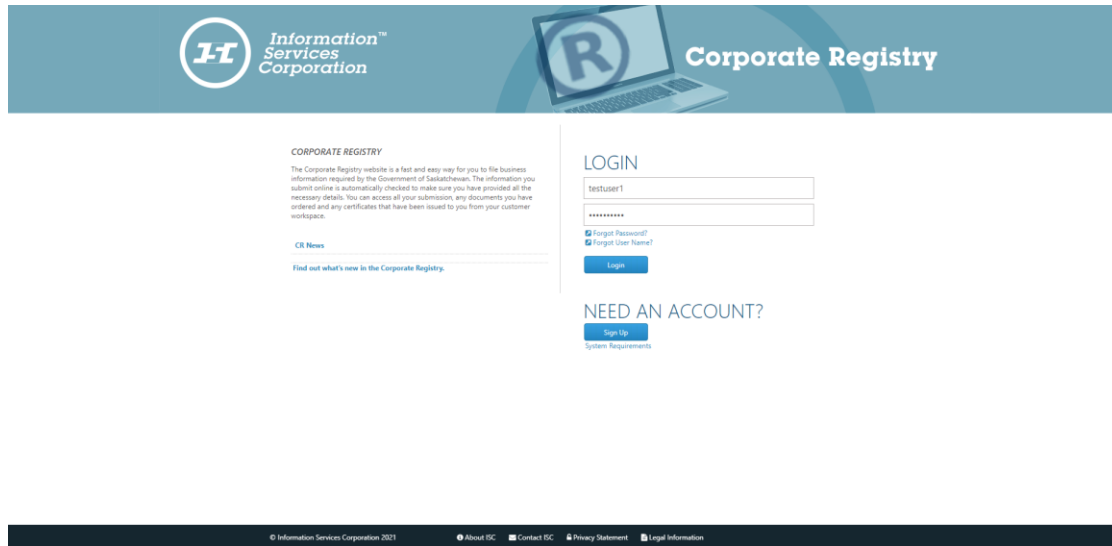


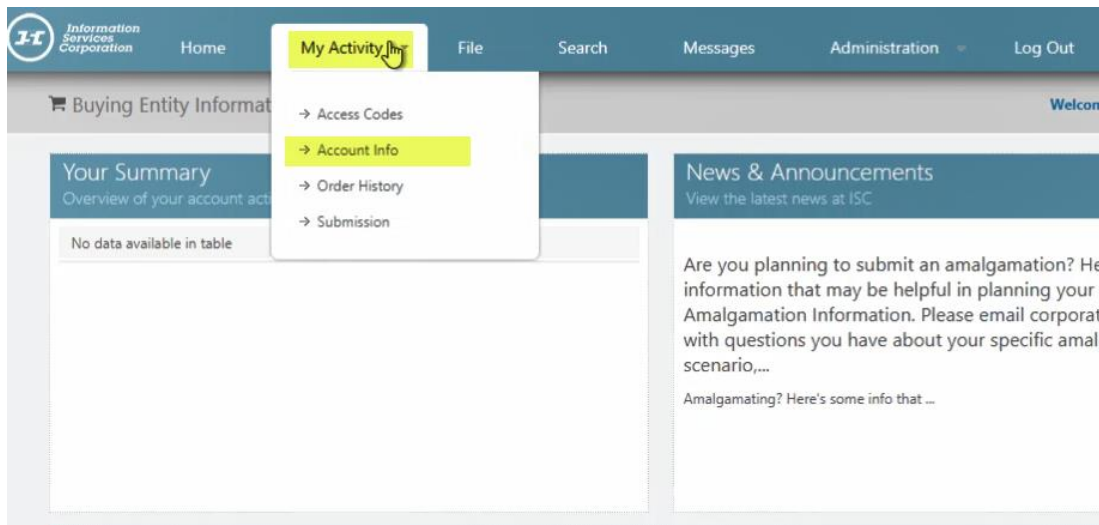


Steps to Change Corporate Registry Password

1. Visit corporateregistry.isc.ca and login using your existing password.



2. On the portal landing page, click on **My Activity**, then select **Account Info** from the dropdown menu.



3. On the **Customer User Profile** page, click the **Update** button in the bottom right corner to begin the password update process. **Note:** The Password fields are not editable until the update button is clicked.



Steps to Change Corporate Registry Password

The screenshot shows the 'Customer User Profile' page with the 'Profile' tab selected. The 'User Profile' section contains fields for User Name (testuser1), First Name (TEST), Last Name (USER), Password, and Confirm Password. The Password field is highlighted with a red box and a red arrow pointing to it, with the text 'Click to start password update' below it. The Confirm Password field is also highlighted with a red box. Below the password fields is a 'Password' requirement note: 'Password: Must be 8 to 16 characters and must contain at least one upper case character (A-Z), one lower case character (a-z), one number (0-9), and one of the following special characters !@#\$*'. At the bottom right of the form, there is an 'Update' button highlighted with a red box and a red arrow pointing to it, and a 'Save Details' button next to it.

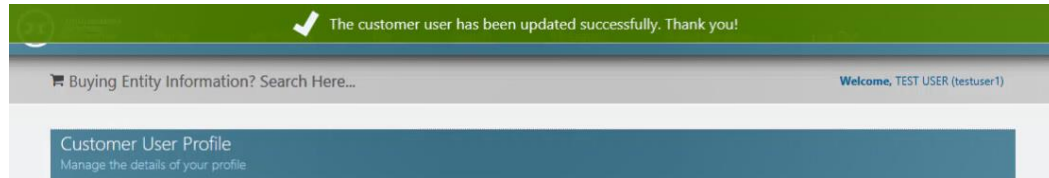
4. Enter your password in the two password fields highlighted below, then click **Save Details**.

The screenshot shows the 'Customer User Profile' page with the 'Profile' tab selected. The 'User Profile' section contains fields for User Name (testuser1), First Name (TEST), Last Name (USER), Password, and Confirm Password. The Password and Confirm Password fields are highlighted with yellow boxes. Below the password fields is a 'Password' requirement note: 'Password: Must be 8 to 16 characters and must contain at least one upper case character (A-Z), one lower case character (a-z), one number (0-9), and one of the following special characters !@#\$*'. At the bottom right of the form, there is a 'Cancel' button and a 'Save Details' button highlighted with a red box and a red arrow pointing to it, with the text 'Click to save your new password' below it.



Steps to Change Corporate Registry Password

5. A green banner should display at the top of the screen, indicating your update was successful.



6. Once your password has been updated, log-out and log-in again using your new password.