

# Changing Your Password in SIPS

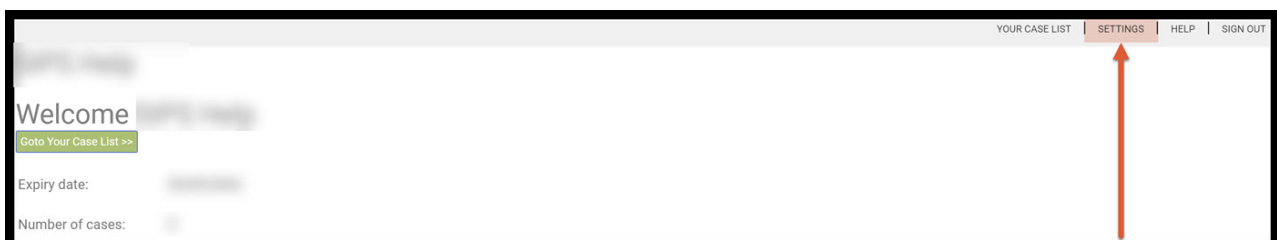
08/23/2024 4:37 pm EDT

There are two different ways you can change your password in SIPS. You can either click on the link to reset your password from the login page or you can sign into SIPS and click on Settings to change your password. Below is a step-by-step guide for resetting your password from the Settings page.

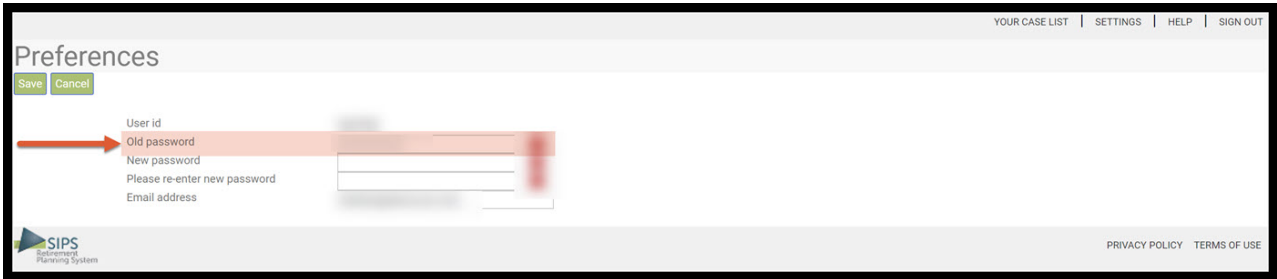
Step 1: Log In: Log in into SIPS.



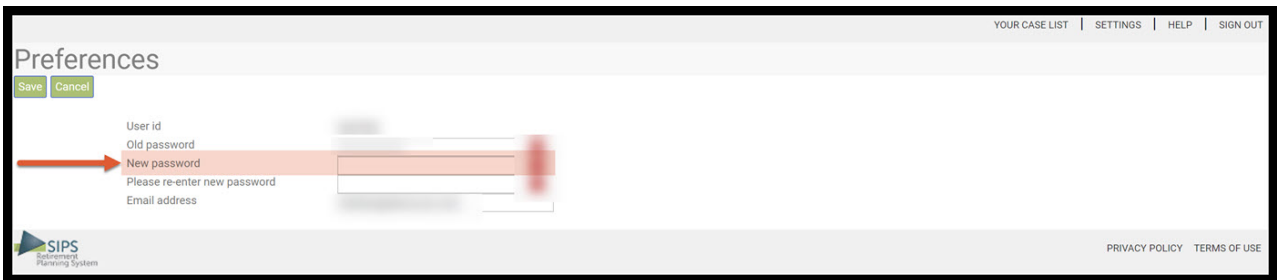
Step 2: Settings: Click on the Setting header that is located in the upper right-hand side of the screen.



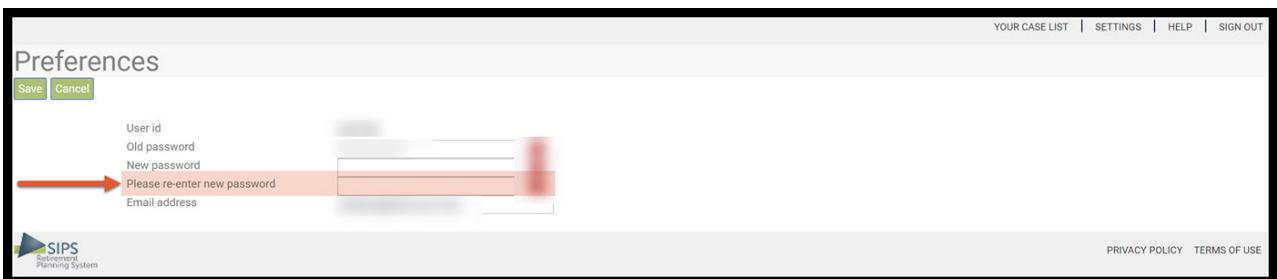
Step 3: Old Password: Highlight the old password and delete it. Tab over into the new password text box.



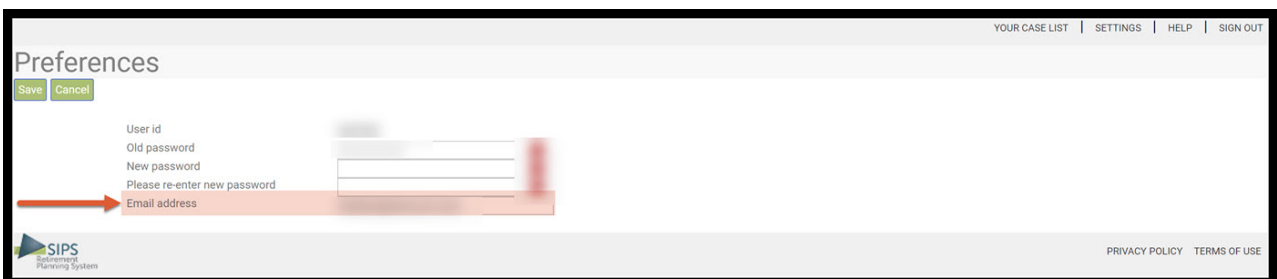
Step 4: New Password: Type in the new password. Tab over into the re-enter of the new password text box.



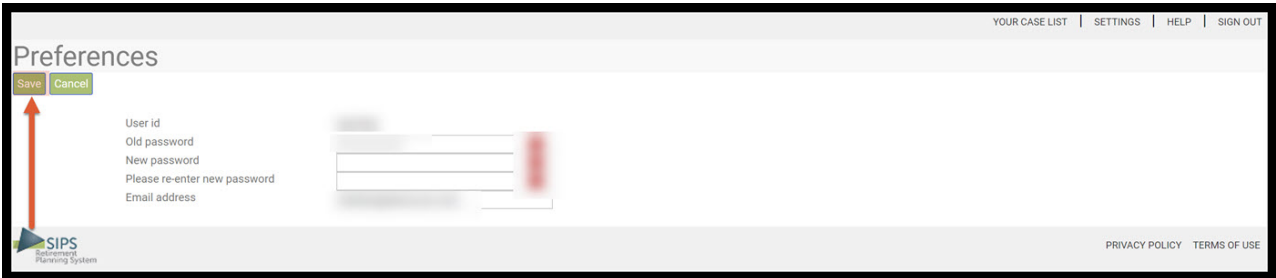
Step 5: Re-enter New Password: Re-enter the new password into the text box.



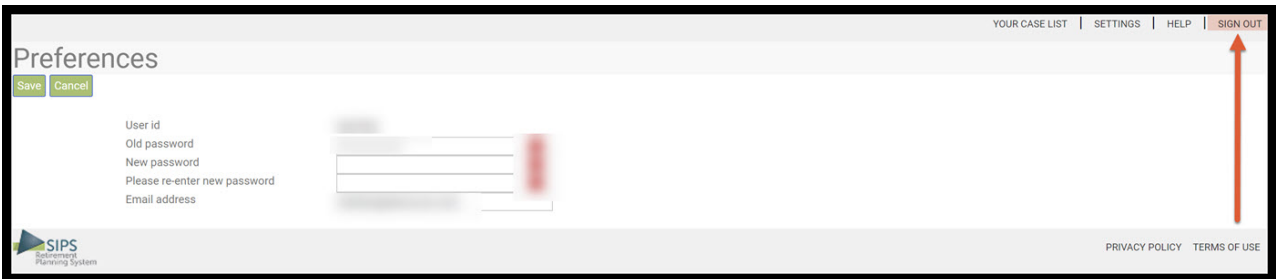
Step 6: Email Address: Enter in the email address that is associated with your SIPS user account.



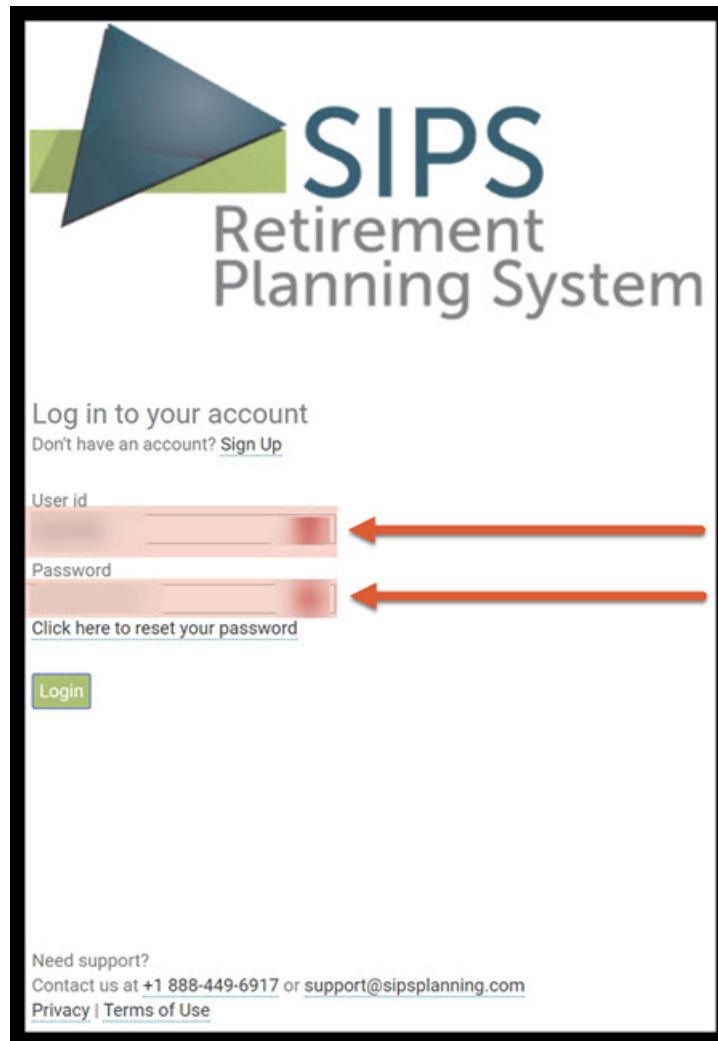
Step 7: Save: Click on the save button in the upper left-hand side underneath the Preferences Heading.



Step 8: Logout: To sign out of SIPS, click on the Sign Out heading that is located in the upper right-hand side of the screen.



Step 9: Log In: Log back into SIPS with the new password.



 **SIPS**  
Retirement  
Planning System

Log in to your account  
Don't have an account? [Sign Up](#)

User id

Password

[Click here to reset your password](#)

Need support?  
Contact us at +1 888-449-6917 or [support@sipsplanning.com](mailto:support@sipsplanning.com)  
[Privacy](#) | [Terms of Use](#)

Two red arrows point to the User id and Password input fields.

If you feel you need more support or would like to set up demo time with one of our representatives, please contact us at: +1-888-449-6917 or [support@planscout.com](mailto:support@planscout.com)

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