

Making Changes to Your Account

To **change your password, add/change an alternate e-mail address (in case you forget your password) and/or change your Secret Question**

Follow these steps:

Change your password

To help maintain the security of your account, it is a good idea to periodically change your password.

- Click the **down-arrow** to the right of **Options**
 - Click **More Options** in the drop-down menu
 - Under **Manage Your account**, Click **View and edit your personal information**
 - Under **Password reset information** (in middle of page), click **Change** to the right of **Password**.
 - **Old Password** - Type your **current** password.
 - **New Password**. - Type new password
 - **Retype New password** - Again type new password
 - Click **Save**.
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Change your Secret Question

- Under **Manage Your account**, Click **View and edit your personal information**
 - Under **Password reset information** (in middle of page), click **Change** to the right of **Question**.
 - **Password** - Type your **current** password.
 - **Question** - Click the **down arrow** to the right of the box and **choose a question**.
 - **Secret answer** - **Type** the answer to the question you chose in the Question list.
 - **Country/ Region** - Click Drop-down arrow to the right of the box and choose yours
 - **State** - Click Drop-down arrow to the right of the box and choose yours
 - **Zip Code** - Type your Zip Code
 - Click **Save**.
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Add or Change an Alternate e-mail

- Under **Manage Your account**, Click **View and edit your personal information**
 - Under **Password reset information** (in middle of page), click **Change** to the right of **Alternate e-mail address**.
 - **Password** - Type your **current** password.
 - **Type Alternate e-mail address** - Type an e-mail address other than your MyBC3 address where you can receive e-mail about a forgotten password
 - **Re-type Alternate e-mail address** - Re-type an e-mail address other than your MyBC3 address where you can receive e-mail about a forgotten password
 - Click **Save**
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Send and Receive e-mail from other accounts (All of your e-mail accounts may be checked from one.)

- In your **MyBC3 account**,
 - click **Options**
 - Scroll to **More Options**
 - Choose **Send and receive mail from other e-mail accounts.**
 - Follow the instructions from there.

Click on Mail and then Inbox in the upper left hand side of the page to return to your e-mail from any of the "change" pages above.

If you forget your password in the future, please:

- Click **Forgot Your Password?** on the login page.
- Type your **My BC3 e-mail address** in the E-mail Address box and the **6 characters** displayed in the Characters Box.
- Then click **Continue.**
- Choose either
 - Send yourself a password reset e-mail message.
 - Provide account information and answer your secret question
- Answer the prompted information and click Continue