Quick Reference Card

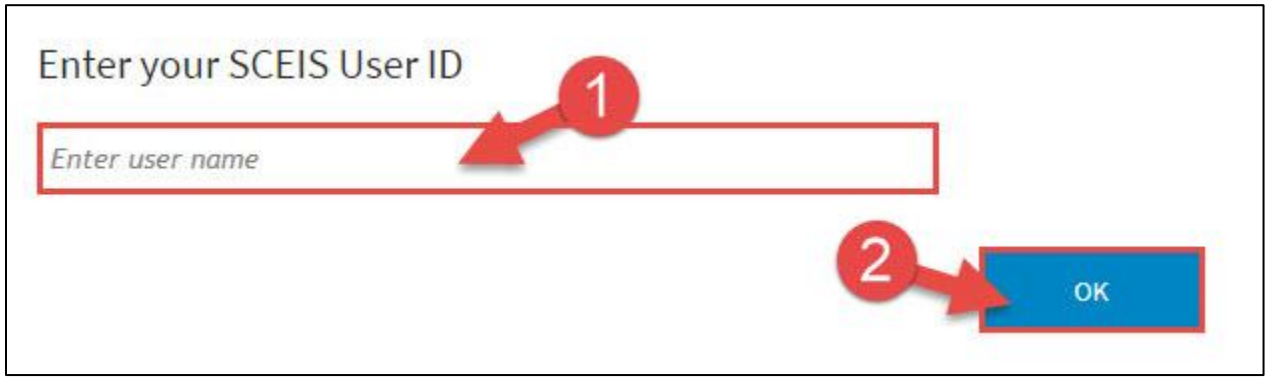
Password Management: Forgot My Password

SCEIS

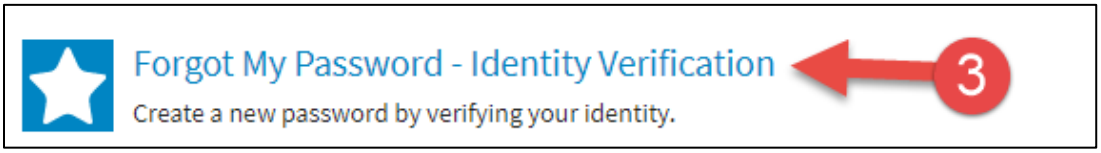
Reset Your Password by Answering Identity Specific Questions

1. Go to https://sceispasswordreset.sc.gov/PMUser/ and enter your **SCEIS username**.

2. Click **OK** to log in.



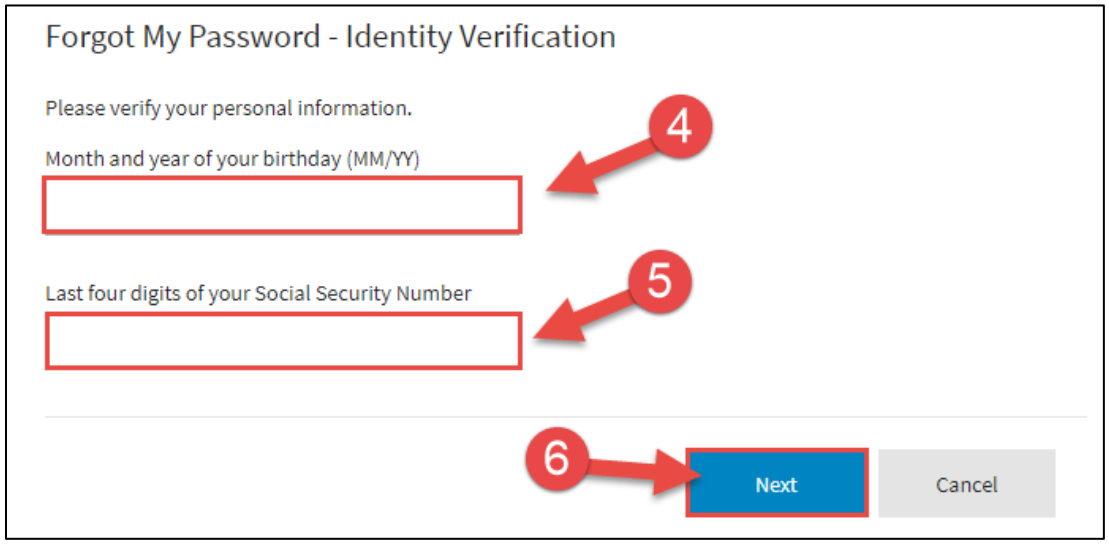
3. Click the **Forgot My Password – Identity Verification** link.



4. Enter the **month and year of your birthday** (MM/YY).

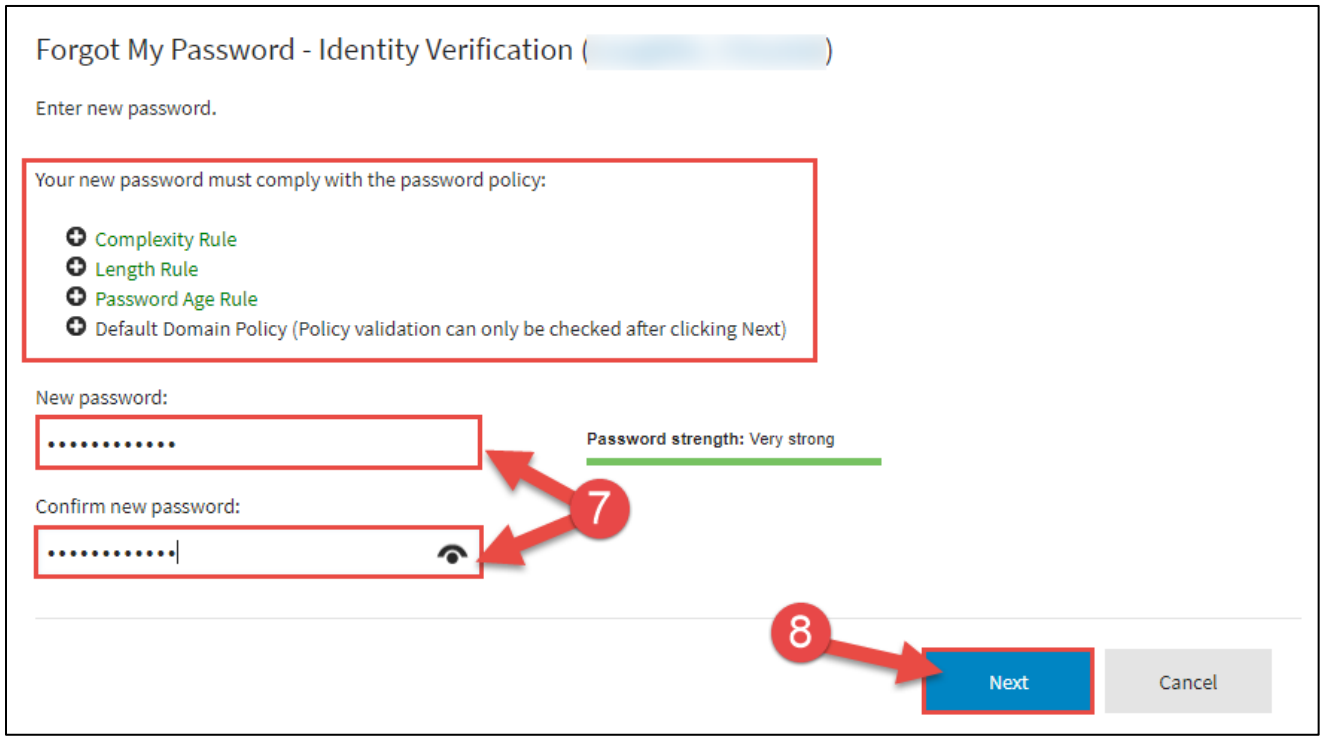
5. Enter the **last four digits of your Social Security number**.

6. Click **Next.**

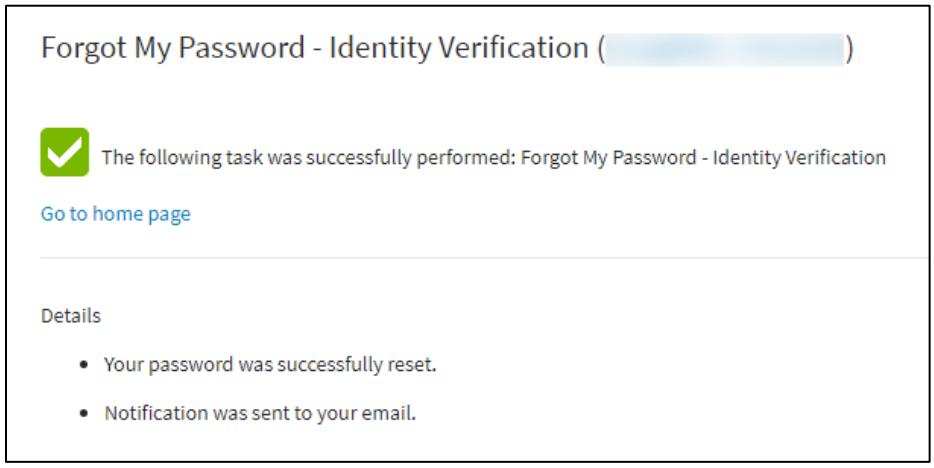


7. **Enter and confirm your new password**.

8. Click **Next.** *Note: your password must comply with the requirements at the top of the page. You can only change your password once per day.*



9. You will receive confirmation that your password was successfully changed.



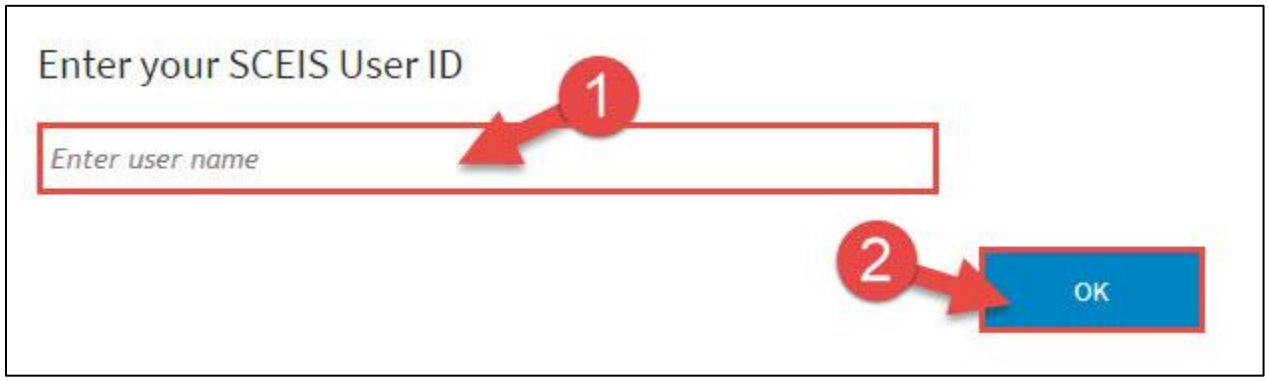
Password Management: Forgot My Password

SCEIS

Reset Your Password by Answering Registered Security Questions

1. Go to https://sceispasswordreset.sc.gov/PMUser/ and enter your **SCEIS username**.

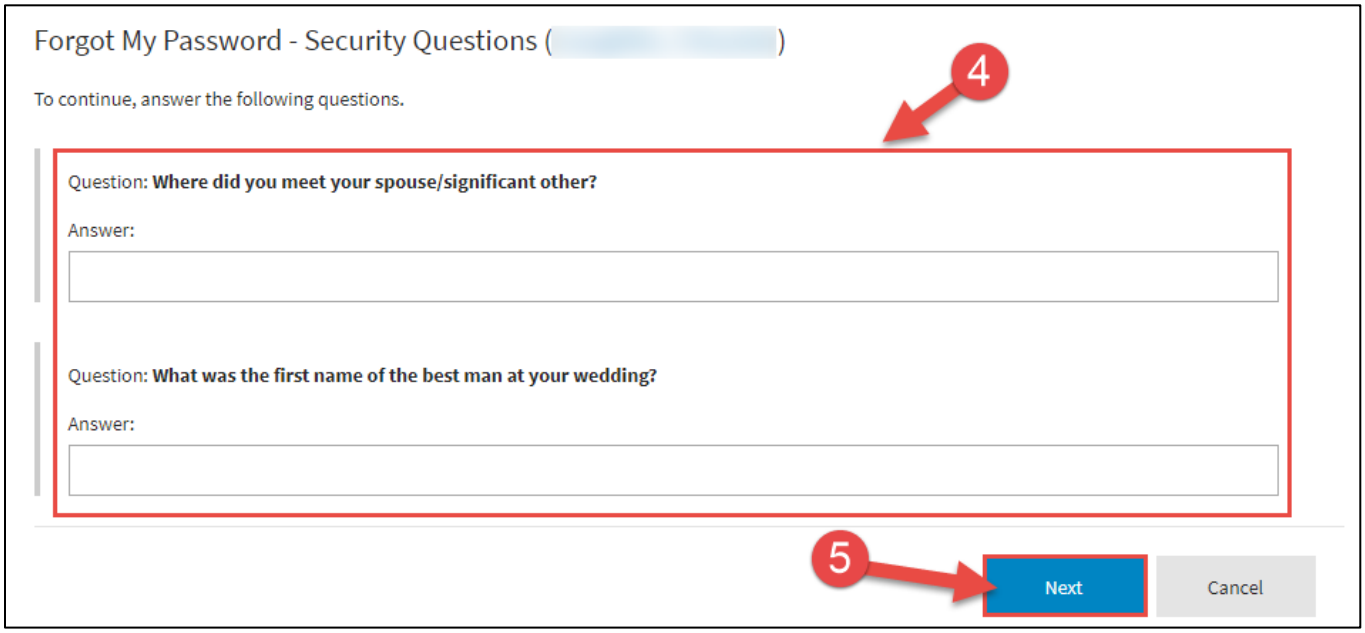
2. Click **OK** to log in.



3. Click the **Forgot My Password – Security Questions** link.

4. **Answer the security questions**.

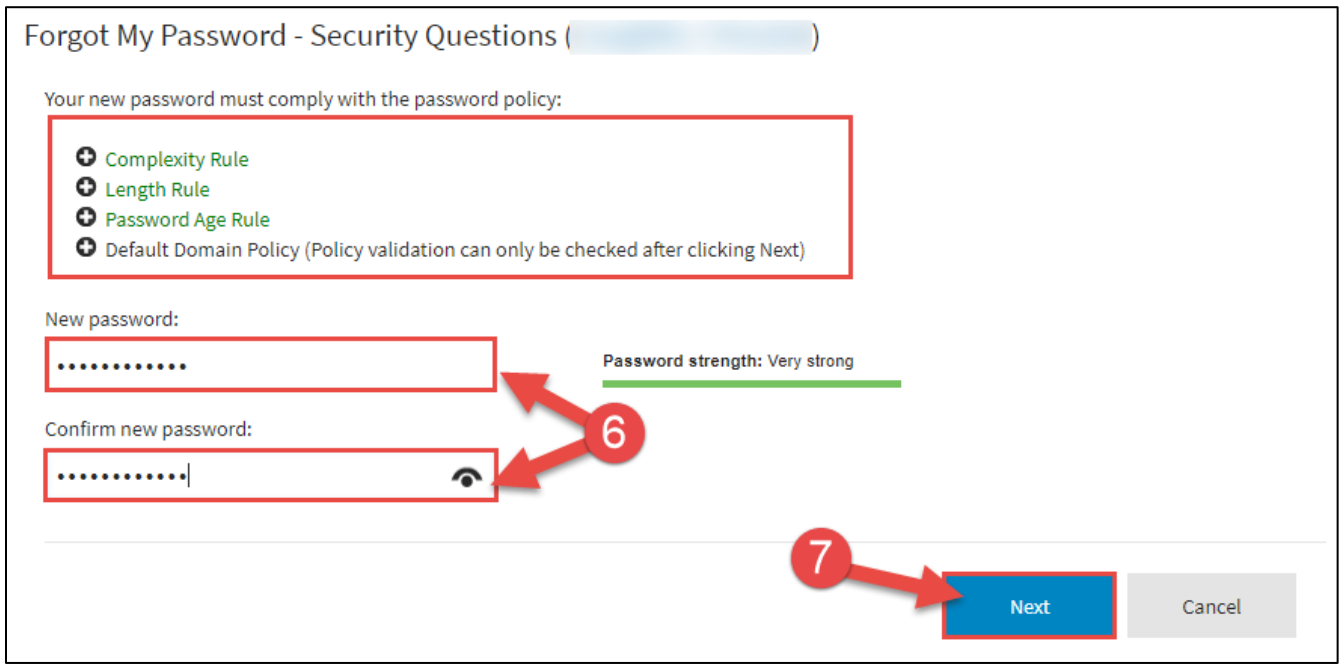
5. Click **Next.**



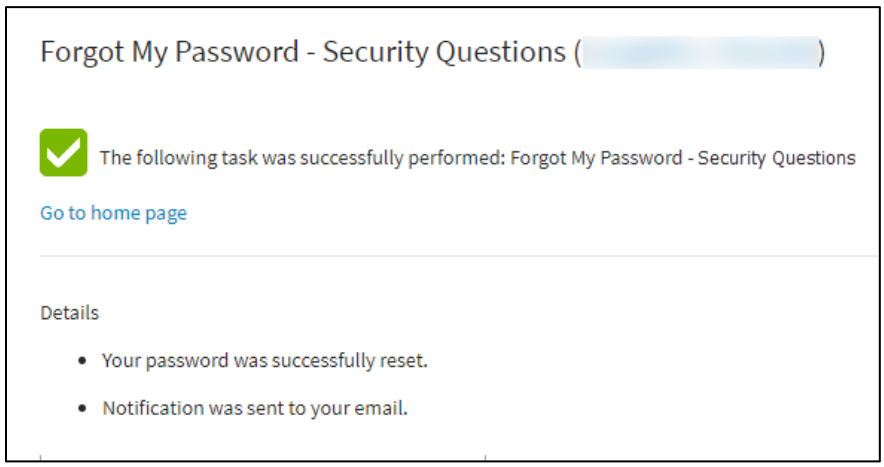
Password Management: Forgot My Password

6. **Enter and confirm your new password**.

7. Click **Next.** *Note: your password must comply with the requirements at the top of the page. You can only change your password once per day.*



8. You will receive confirmation that your password was successfully changed.



If you have difficulty using this procedure, contact the SCEIS Help Desk (803-896-0001 and select option 2 for SCEIS issues or visit https://sceis.sc.gov/requests).