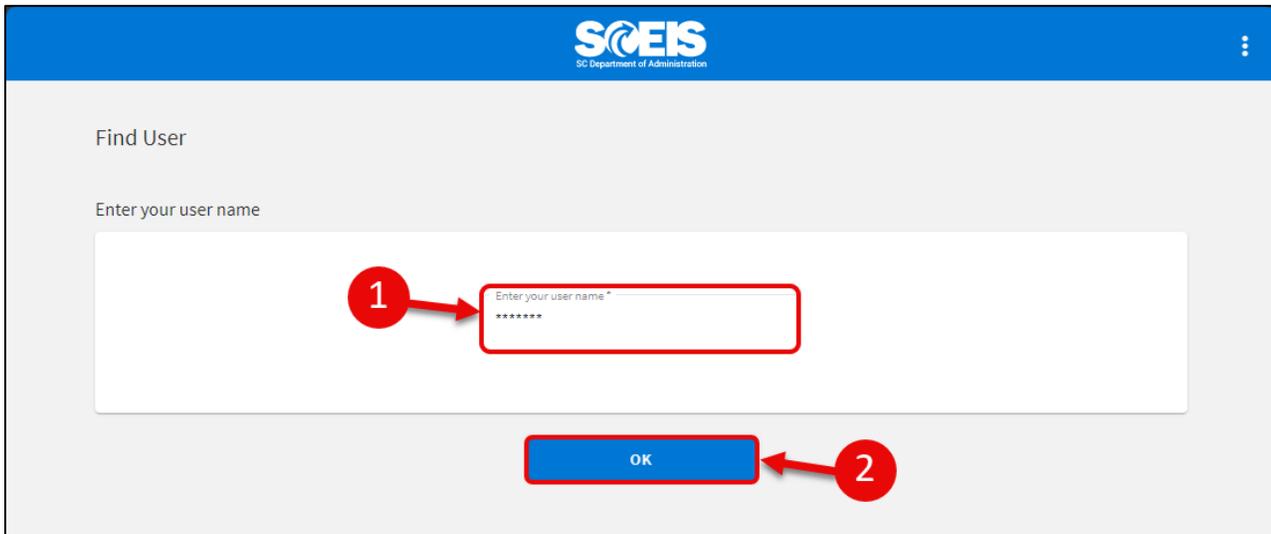


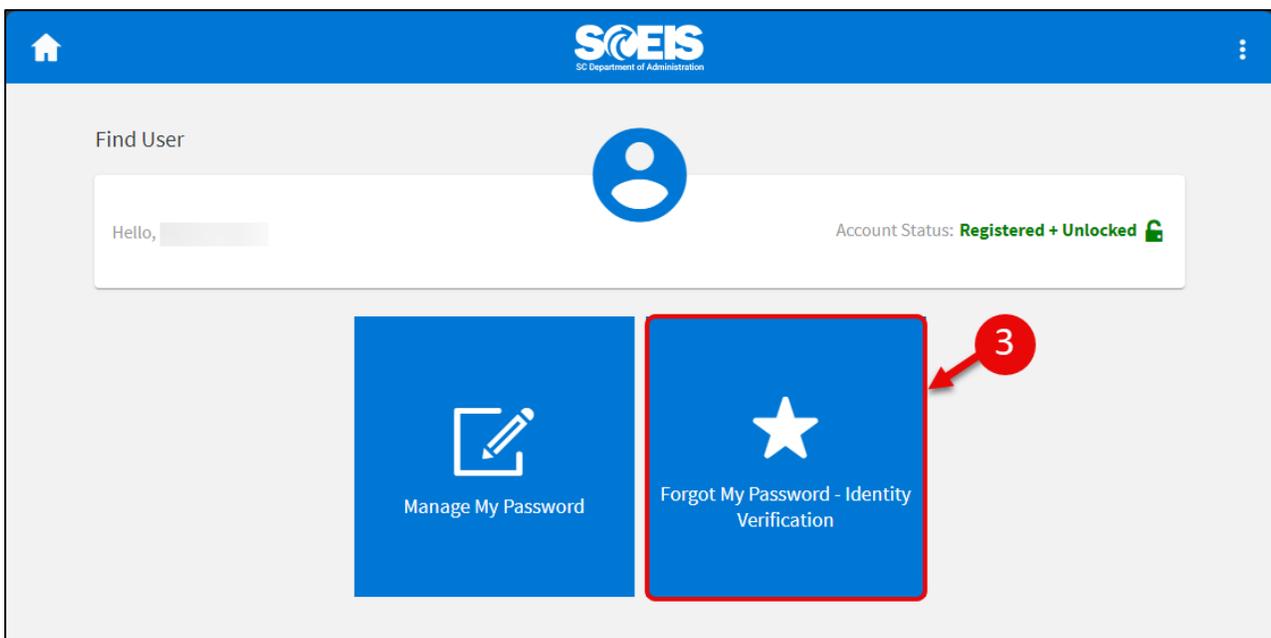
Password Management: Forgot My Password

Reset Your Password by Answering Identity Specific Questions

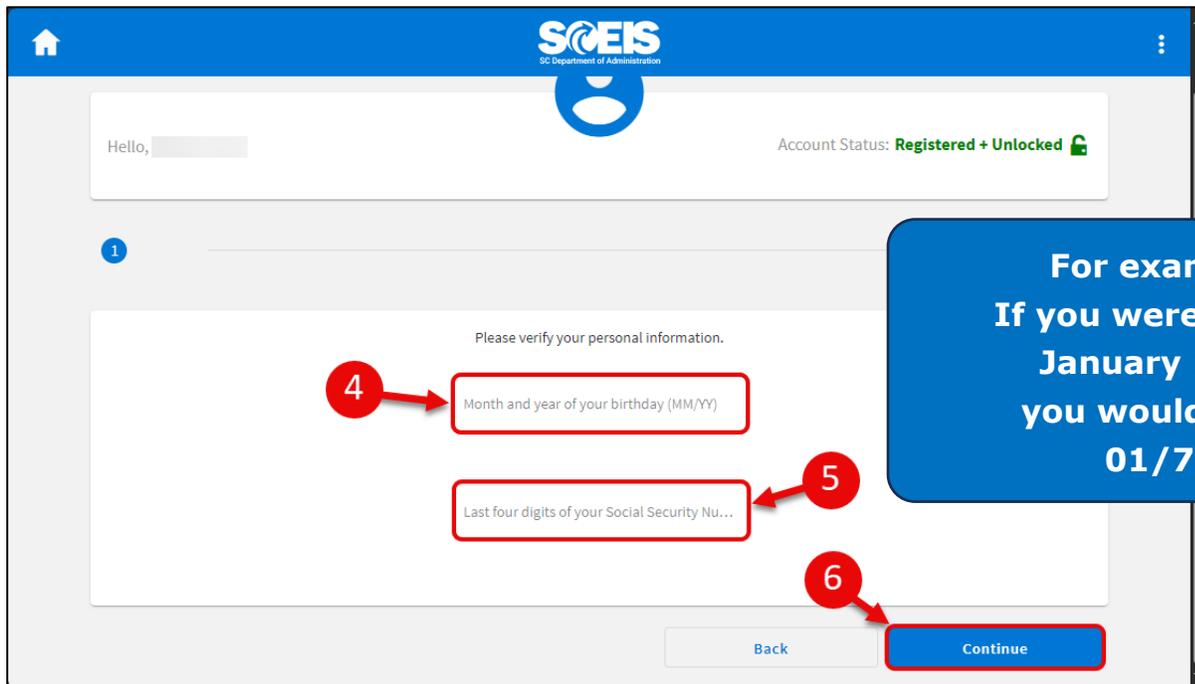
1. Go to <https://sceispasswordreset.sc.gov/PMSelfService> and enter your **SCEIS User Name** (Ex: abc123456).
2. Click **OK** to log in.



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

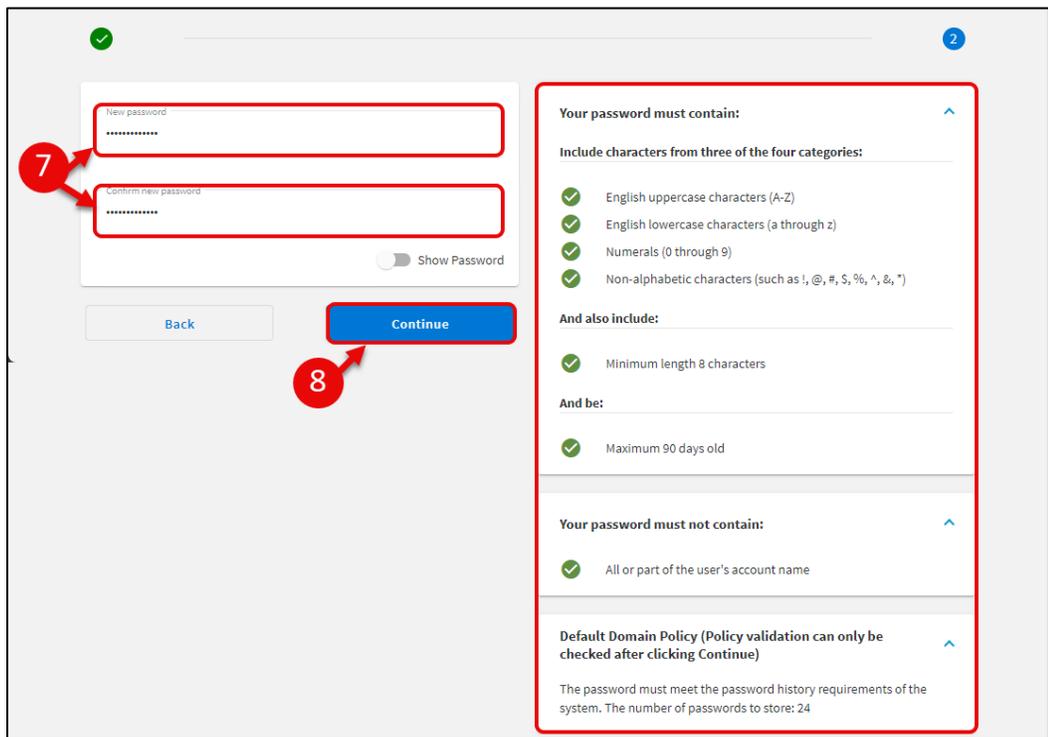


4. Enter the **month and year of your birthday** (MM/YY). Do not enter the day of your birth.
5. Enter the **last four digits of your Social Security number**.
6. Click **Continue**.

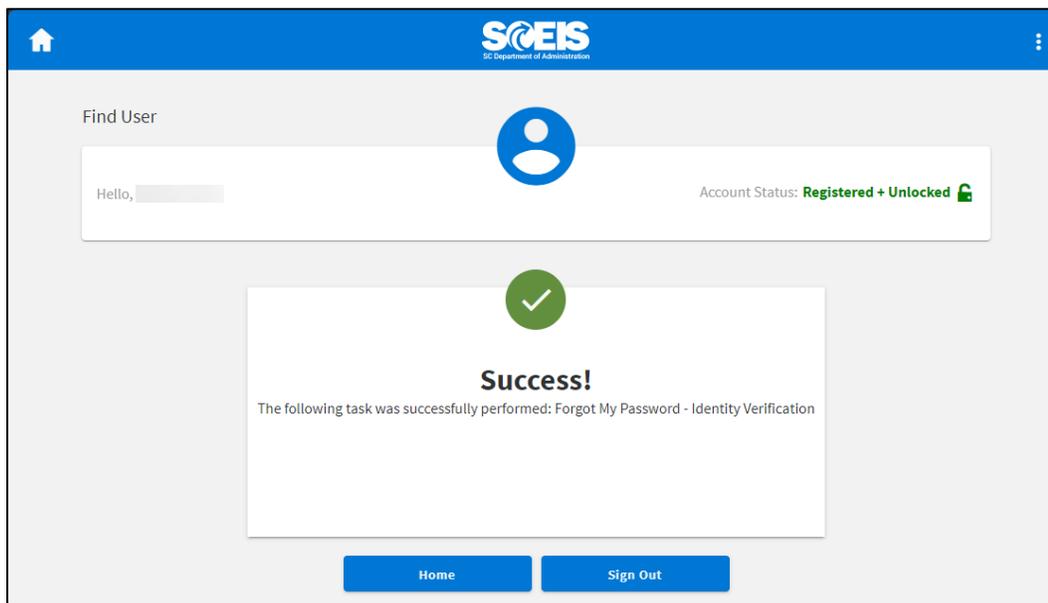


The screenshot shows the SCEIS user interface. At the top, there is a blue header with the SCEIS logo and 'SC Department of Administration'. Below the header, there is a navigation bar with a home icon, the SCEIS logo, and a menu icon. The main content area has a greeting 'Hello, [redacted]' and an account status 'Registered + Unlocked' with a lock icon. A blue circle with the number '1' is in the top left. The main content area has a heading 'Please verify your personal information.' and two input fields: 'Month and year of your birthday (MM/YY)' and 'Last four digits of your Social Security Nu...'. A red circle with the number '4' points to the first input field, a red circle with the number '5' points to the second input field, and a red circle with the number '6' points to the 'Continue' button. A 'Back' button is also visible. A blue callout box on the right contains the text: 'For example: If you were born in January 1978, you would enter 01/78.'

7. **Enter and confirm your new password.**
8. Click **Continue**. Note: your password must comply with the requirements at the right of the page. **You can only change your password once per day.**



9. 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>).