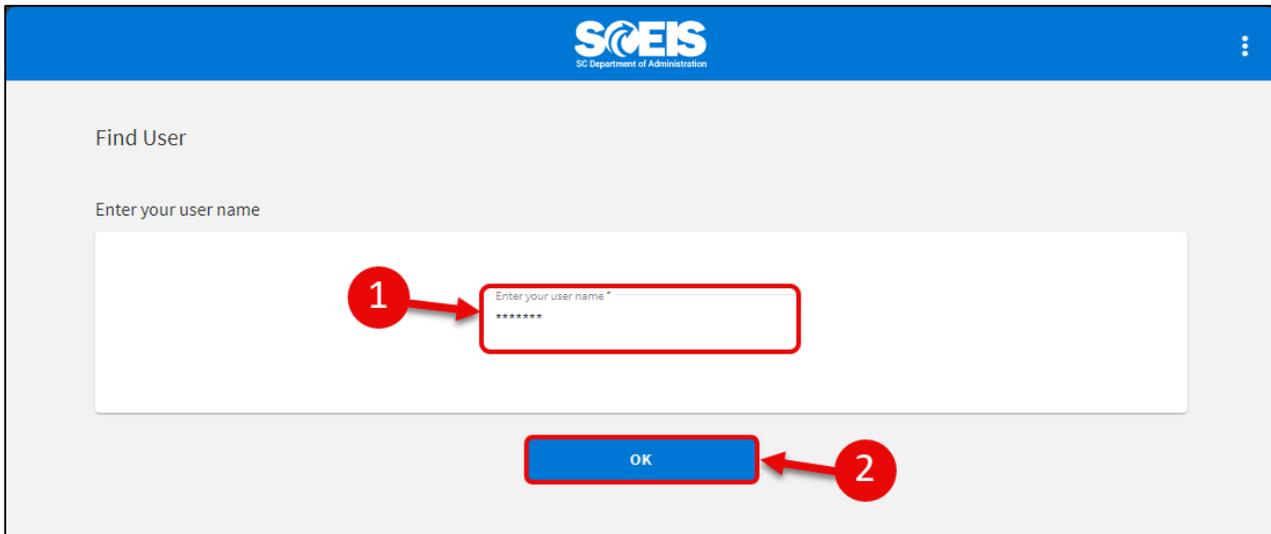


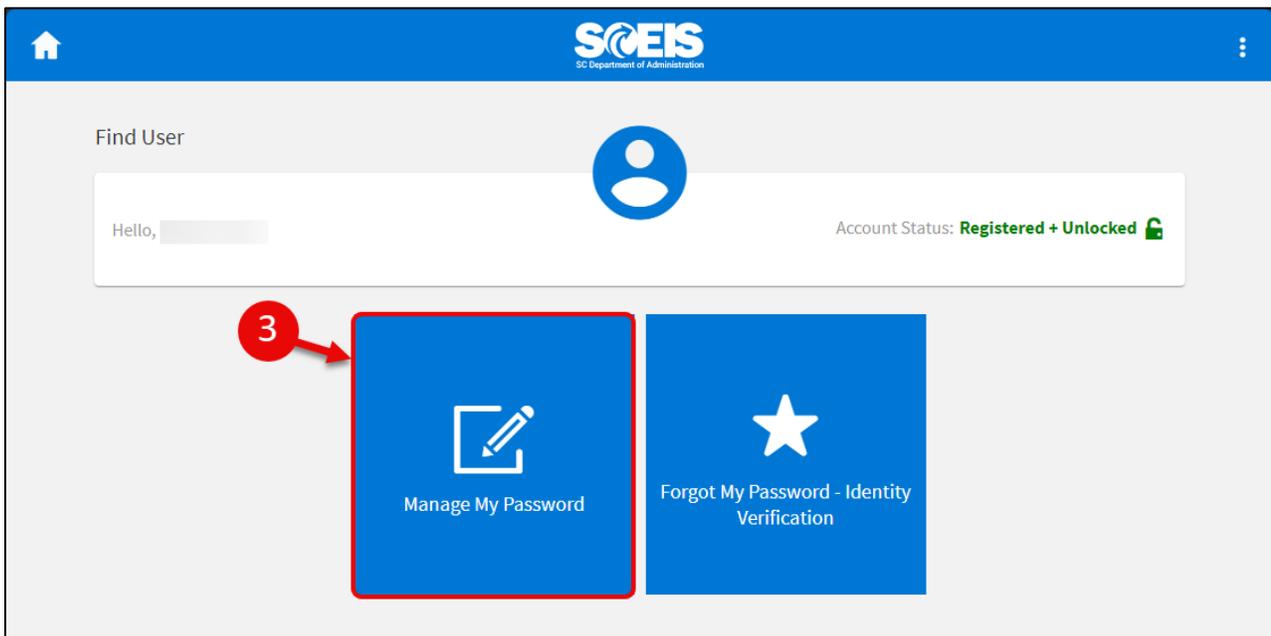
Change Your Password

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



The screenshot shows the SCEIS login interface. At the top, there is a blue header with the SCEIS logo and the text "SC Department of Administration". Below the header, the text "Find User" is displayed. A form field labeled "Enter your user name" contains a red box with a red circle containing the number "1" and an arrow pointing to the input field. Below the input field is a blue button labeled "OK" with a red circle containing the number "2" and an arrow pointing to the button.

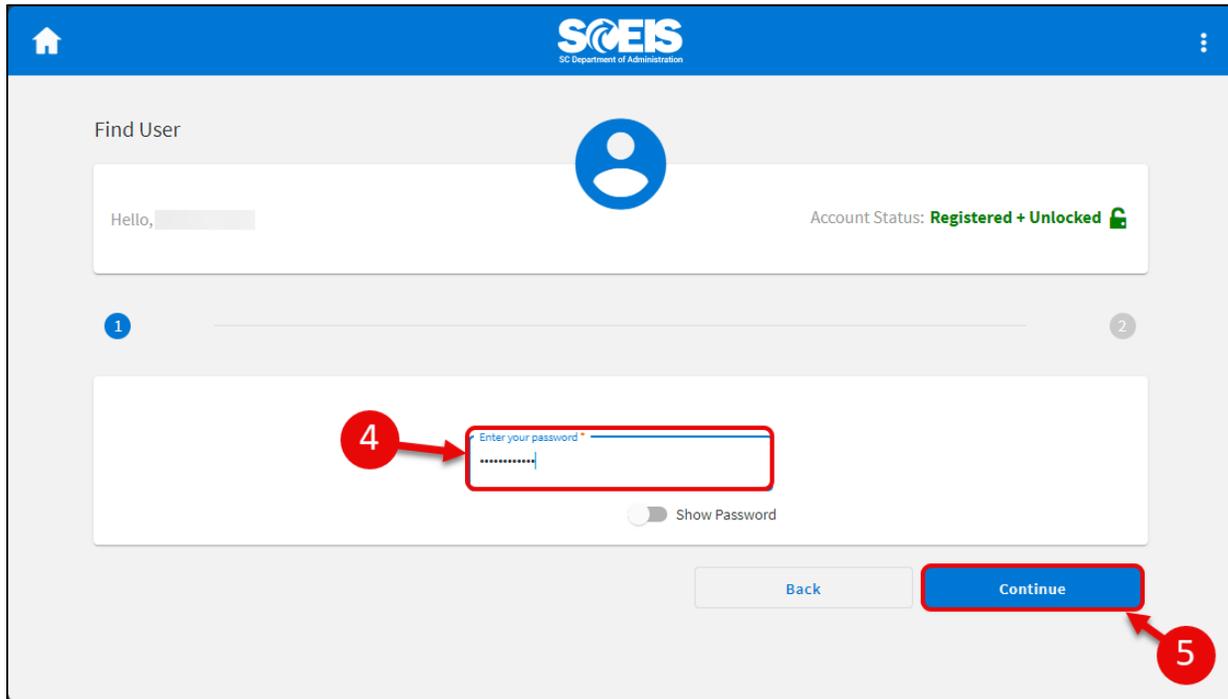
3. Click the **Manage My Password** link. Note: if you have not yet completed your Questions and Answers profile, this option will not be visible.



The screenshot shows the SCEIS user dashboard. At the top, there is a blue header with the SCEIS logo and the text "SC Department of Administration". Below the header, the text "Find User" is displayed. A white box contains a greeting "Hello, [redacted]" and a blue circular profile icon. To the right of the profile icon, the text "Account Status: Registered + Unlocked" is displayed with a green lock icon. Below the white box, there are two blue buttons. The left button is labeled "Manage My Password" and has a red circle containing the number "3" and an arrow pointing to it. The right button is labeled "Forgot My Password - Identity Verification" and has a white star icon.

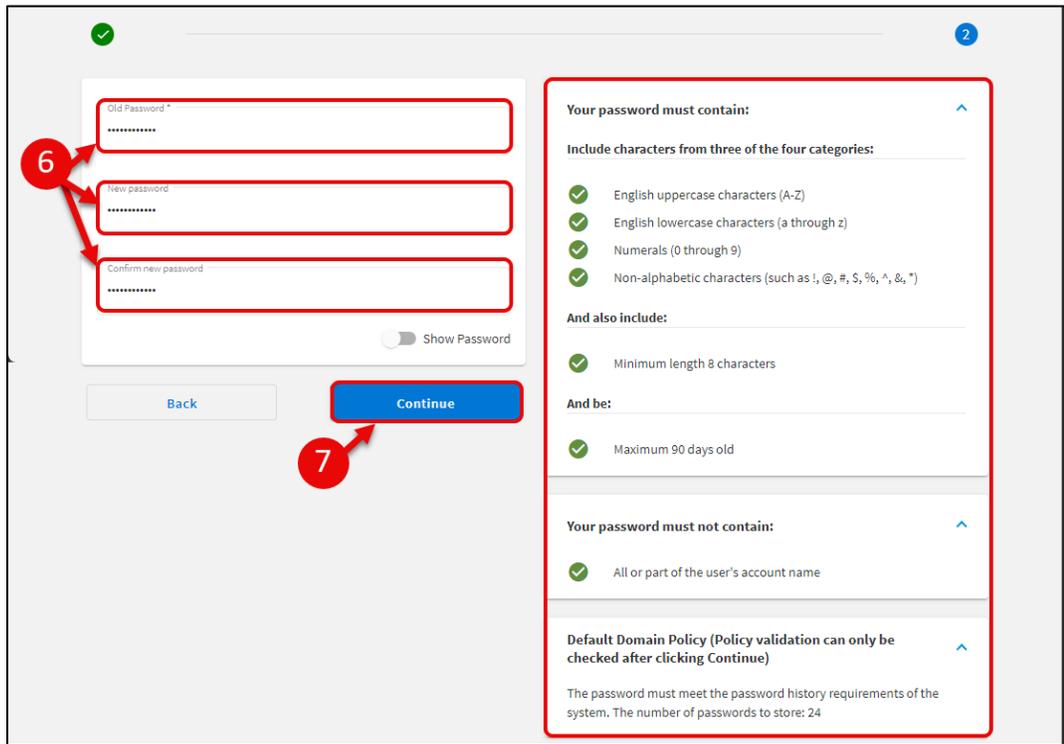
4. Enter your **SCEIS Password**.

5. Click **Continue**.

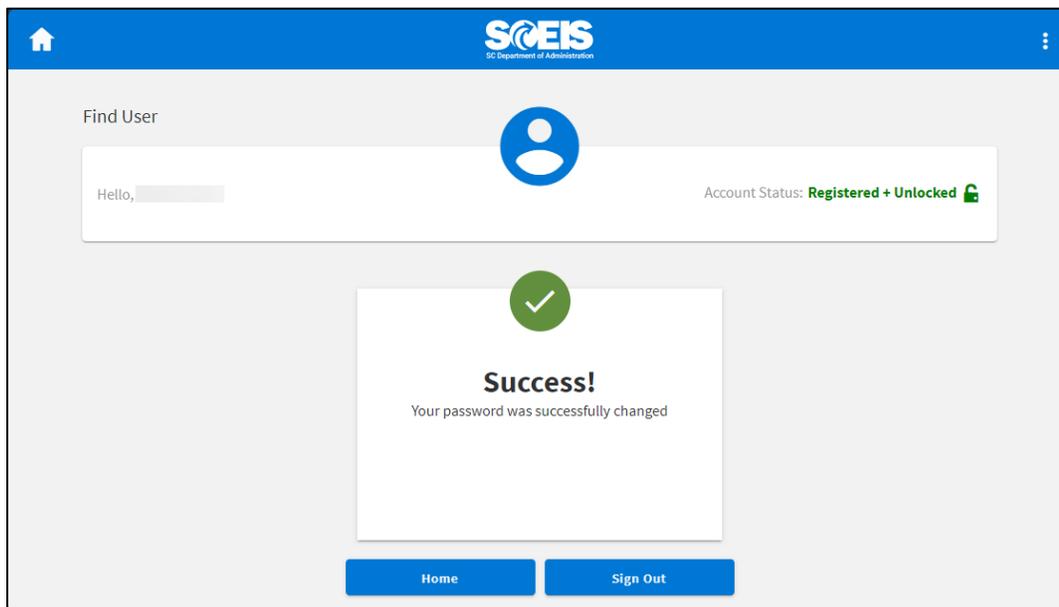
A screenshot of the SCEIS user interface. At the top is a blue header with a home icon, the SCEIS logo, and a menu icon. Below the header is a "Find User" section with a search bar and a user profile icon. The profile shows "Hello, [redacted]" and "Account Status: Registered + Unlocked" with a lock icon. A progress bar below has two steps, with the first step (1) highlighted. The main area contains a password input field labeled "Enter your password" with a red box around it and a red circle with the number "4" pointing to it. Below the field is a "Show Password" toggle switch. At the bottom are "Back" and "Continue" buttons, with a red box around the "Continue" button and a red circle with the number "5" pointing to it.

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

7. Click **Next**. Note: your password must comply with the requirements at the right 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>).