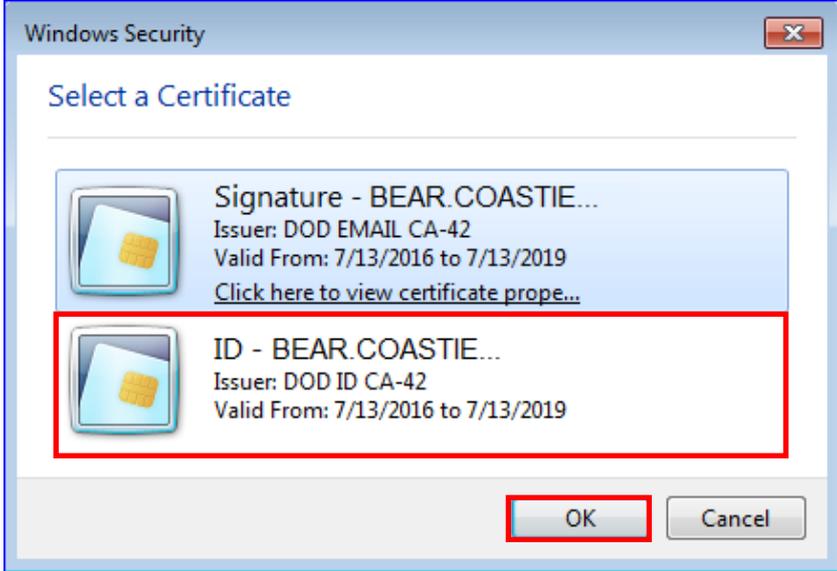


Changing Passwords in Web TPAX

Introduction This guide provides the procedures for changing your passwords in Web TPAX.

Before you begin If you are a first-time user, please review the [First Time Web TPAX User](#) guide before proceeding.

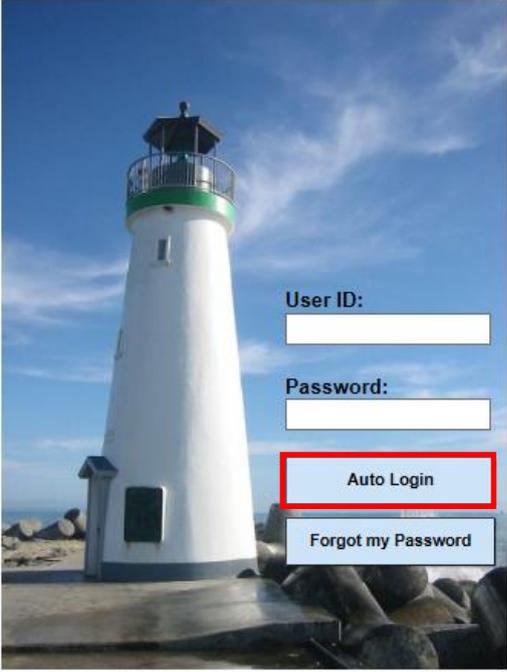
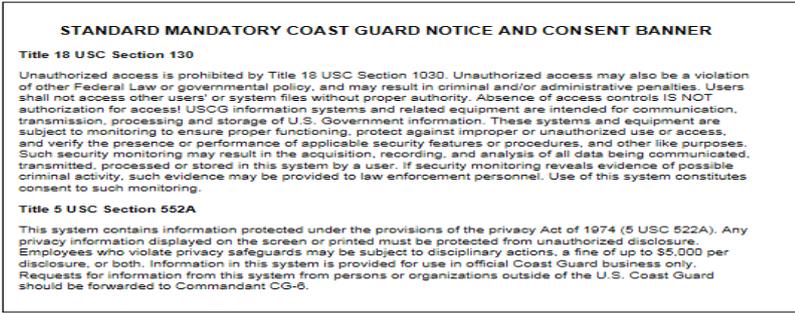
Procedures See below.

Step	Action
1	Click the Web TPAX link to begin. https://ppcms-tpaxwb.main.ads.uscg.mil/
2	If you've already paired your CAC with Web TPAX, select the Certificate that includes the newest Non-Email DOD-CA, then click OK . 

Continued on next page

Changing Passwords in Web TPAX, Continued

Procedures,
continued

Step	Action
3	<p data-bbox="300 495 683 528">Click the Auto Login button.</p> <div data-bbox="300 528 922 1335"><p data-bbox="336 1290 596 1305">Using IE version 11 and acting as IE version 11.</p><p data-bbox="687 1290 900 1305">Last Build: September 7, 2016 (6.21.5)</p></div>
4	<p data-bbox="300 1375 619 1408">Click the Accept button.</p> <div data-bbox="300 1408 1198 1861"><p data-bbox="635 1424 868 1447">User Consent</p><p data-bbox="411 1480 1062 1496">STANDARD MANDATORY COAST GUARD NOTICE AND CONSENT BANNER</p><p data-bbox="368 1507 544 1518">Title 18 USC Section 1303</p><p data-bbox="368 1529 1098 1653">Unauthorized access is prohibited by Title 18 USC Section 1030. Unauthorized access may also be a violation of other Federal Law or governmental policy, and may result in criminal and/or administrative penalties. Users shall not access other users' or system files without proper authority. Absence of access controls IS NOT authorization for access! USCG information systems and related equipment are intended for communication, transmission, processing and storage of U.S. Government information. These systems and equipment are subject to monitoring to ensure proper functioning, protect against improper or unauthorized use or access, and verify the presence or performance of applicable security features or procedures, and other like purposes. Such security monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed or stored in this system by a user. If security monitoring reveals evidence of possible criminal activity, such evidence may be provided to law enforcement personnel. Use of this system constitutes consent to such monitoring.</p><p data-bbox="368 1664 544 1675">Title 5 USC Section 552A</p><p data-bbox="368 1686 1098 1753">This system contains information protected under the provisions of the privacy Act of 1974 (5 USC 522A). Any privacy information displayed on the screen or printed must be protected from unauthorized disclosure. Employees who violate privacy safeguards may be subject to disciplinary actions, a fine of up to \$5,000 per disclosure, or both. Information in this system is provided for use in official Coast Guard business only. Requests for information from this system from persons or organizations outside of the U.S. Coast Guard should be forwarded to Commandant CG-6.</p><p data-bbox="619 1787 683 1809">Accept</p><p data-bbox="831 1787 895 1809">Cancel</p></div>

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Changing Passwords in Web TPAX, Continued

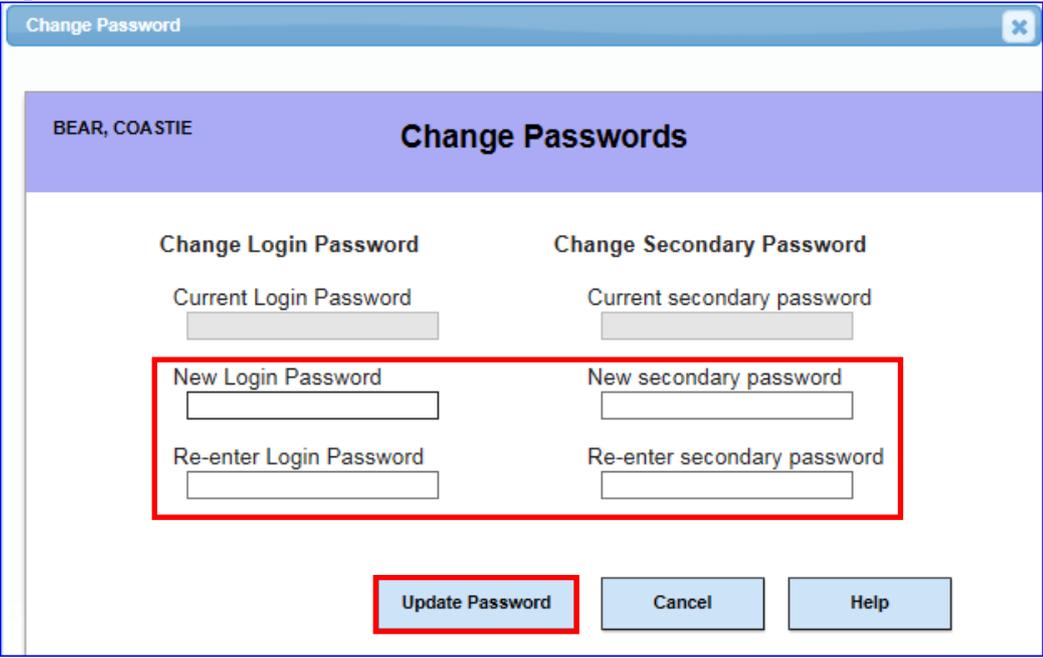
Procedures,
continued

Step	Action
5	<p>Click Tools.</p> 
6	<p>Click Passwords.</p> 

Continued on next page

Changing Passwords in Web TPAX, Continued

Procedures,
continued

Step	Action
7	<p>This box will appear where the user can change their initial or secondary passwords for Web TPAX. Notice the Current Passwords are not required to change them.</p> <p>Passwords must contain:</p> <ul style="list-style-type: none">• Exactly 9 characters• One Uppercase letter• One Lowercase letter• One Number• NO Special Characters (#@!*) <p>Enter the Login/Secondary Password, then Re-enter the password, then click Update Password.</p> 
8	<p>Once updated, this will appear. Click OK.</p> 