



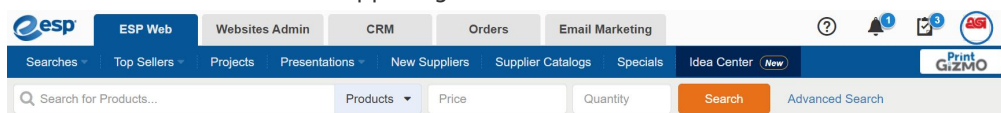
## ESP Quick Tip #5: How Do I Edit My ESP Username & Password?

2021-03-18 - Jennifer M - ESP Quick Tips

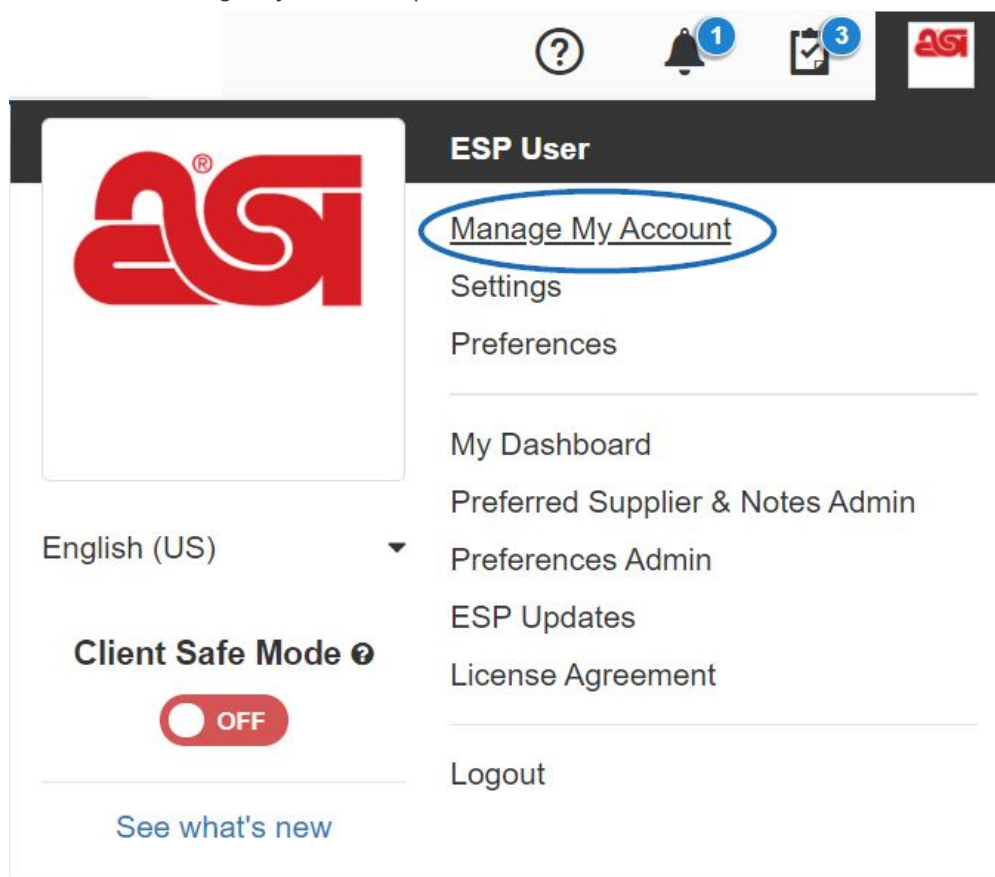
Updating your username and password can be done quickly and easily from within ESP.

After logging into [www.searchesp.com](http://www.searchesp.com), follow these steps:

1. Click on the user icon in the upper right-hand corner of ESP Web.





2. Click on the Manage My Account option.



3. To edit your username, type the updates in the Username box. Click on the Edit button to change your password. Passwords must be between 8 to 64 characters long and contain a combination of letters and numbers. The supported special characters are listed and you will be alerted if an unsupported character is entered.

## Edit User

Company Name: ASI Tech Training  
asi/ 900011

User	User Roles
<b>Name *</b> <input type="text" value="ESP"/> <input type="text" value="MI"/> <input type="text" value="User"/>	<input checked="" type="checkbox"/> Sales Rep
<b>Phone</b> <input type="text" value="800"/> <input type="text" value="5461350"/> <input type="text" value="Extension"/>	<b>Login Information</b>
<b>Mobile</b> <input type="text" value="Area Code"/> <input type="text" value="Phone Number"/> <input type="text" value="Extension"/>	<b>Username *</b>  <input type="text" value="ESPUsername"/>
<b>Fax</b> <input type="text" value="Area Code"/> <input type="text" value="Phone Number"/> <input type="text" value="Extension"/>	<b>Password</b> <input type="password"/> 
<b>E-mail *</b> <input type="text" value="support@asicentral.com"/>	<b>Password Hint *</b> <input type="text" value="Hint to recall password"/>
<b>Alternate E-mail</b> <input type="text" value="Alternate E-mail"/>	<input type="checkbox"/> Check this box to permit account updates via the phone.
	<b>Phone Password *</b> <input type="password"/>

4. When you are finished updating information, scroll down and click on the Save button.

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4800 Street Road  
Trevose, PA 19053  
United States

**Notes:**