



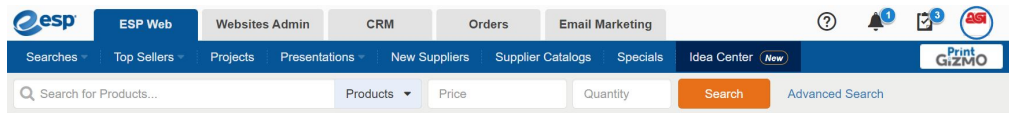
ESP Quick Tip #5: How Do I Edit My ESP Username & Password?

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

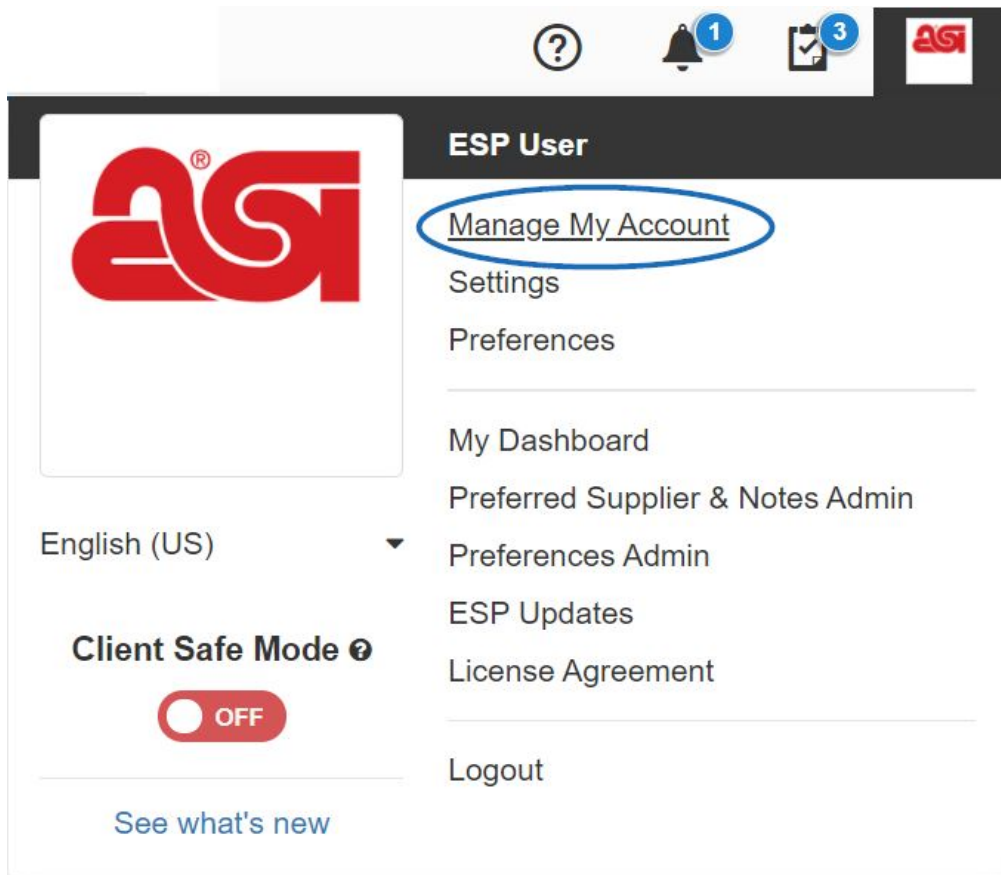
Updating your username and password can be done quickly and easily from within ESP.

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

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

Ship To
Main Ship
<input checked="" type="checkbox"/> Default Shipping Address
4800 Street Road Trevose, PA 19053 United States
Notes:
