



# HELP GUIDE: PASSWORD CHANGE

CUSTOMER PORTAL | DOWLER-KARN WEB

[www.dowlerkarn.com](http://www.dowlerkarn.com)

## HOW TO CHANGE YOUR PASSWORD

1. Log into your account on the Dowler Karn Customer Portal.
2. Select the “My Profile” tab.
3. In the “Change Your Password” section, enter the new password you want to use in the first field. (Note: The password must be at least 8 characters long and contain the following: At least 1 digit from 0-9, at least one lowercase letter and at least one uppercase letter)
4. Re-enter the password in the next field.
5. Select “Save Password” and your password will be updated.

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT YOUR LOCAL DOWLER-KARN BRANCH FOR ASSISTANCE