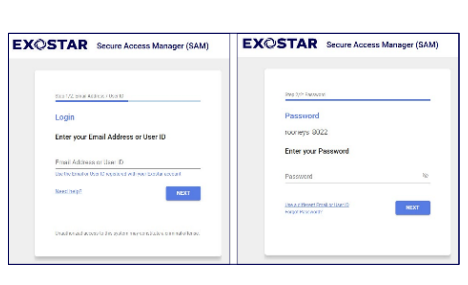
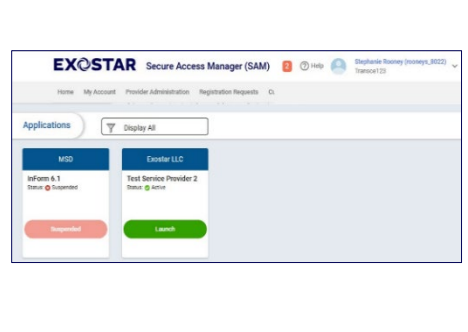
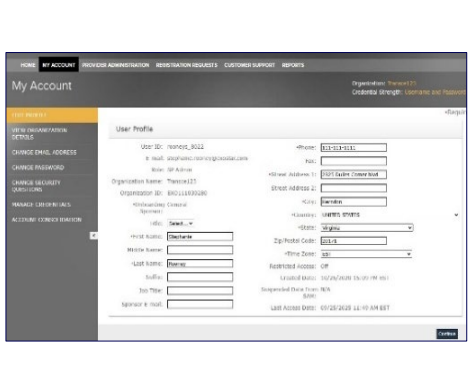
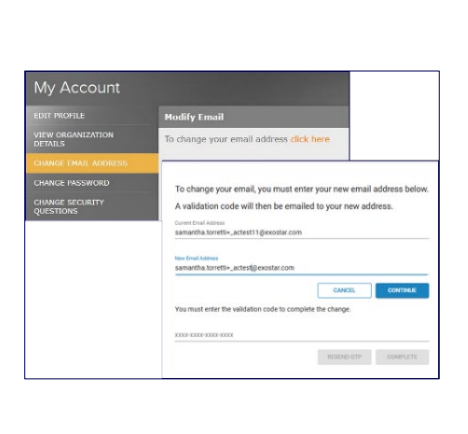


This quick guide walks you through basic features in the SAM portal from logging in to account management.

<div data-bbox="77 254 207 394">1</div>	<h3>Login to SAM</h3> <ol style="list-style-type: none"> Go to the SAM login page and enter your User ID/Email, click Next. Enter your Password and click Next. <p><i>NOTE: If you have forgotten your password, click the Forgot Password? Link.</i></p>	
<div data-bbox="77 548 207 688">2</div>	<h3>Access Dashboard & Applications</h3> <ol style="list-style-type: none"> After you login to SAM you can access the dashboard and your application(s). Under the Applications section, find the application you wish to open by clicking the Launch button. <p><i>NOTE: If an application is suspended you will need to request access again from your Organization Administrator.</i></p>	
<div data-bbox="77 888 207 1029">3</div>	<h3>Edit User Profile</h3> <ol style="list-style-type: none"> To edit your profile from the SAM Dashboard, click the My Account tab. Select Edit Profile sub-tab. Edit the field(s) you wish you update, then click Continue. Verify the changes you made and click Submit. (Click Modify if you need to correct any changes). A confirmation message will display you have successfully changed your user information. 	
<div data-bbox="77 1287 207 1428">4</div>	<h3>Change Email</h3> <ol style="list-style-type: none"> To change your email, click the My Account tab. Then click Change Email sub-tab. Select the "click here" link to change your email address. On the next screen, enter your <i>current email address</i> first, and then enter your new email address. Then click Continue. You will be emailed a validation code, enter that code in the field provided and click Complete. Your email address is now changed. 	

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Change Password

1. To change your password, click **My Account** tab. Then select **Change Password** sub-tab.
2. Select the "[click here](#)" link to change your password.
3. On the next screen enter your **old password**.
4. Next enter a **new password** and re-enter it again to confirm. Then click **Next**.
5. A confirmation message will display your password is successfully changed.

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Change Security Questions

1. To change your security questions, click **My Account** tab, then select **Change Security Questions** sub-tab.
2. Place a checkmark in the "**Change**" box to change the **security question**.
3. Select the security question from the drop-down list and enter a new answer.
4. Next click **Submit** to save the changes.

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Account Consolidation

1. To change your security questions, click **My Account** tab, then select **Account Consolidation** sub-tab.
2. Click the "[here](#)" link to access the Account Consolidation page.
3. Follow the prompts on the screen, sign-in to your **second account**.
4. On the next screen, select the account you want to set as your **primary**. Then click **Consolidate**.
5. An important notice will display, check the box "**I acknowledge this statement**" and then click **Consolidate** to complete the process.

NOTE: Click Cancel at any time if you do not want to consolidate accounts.