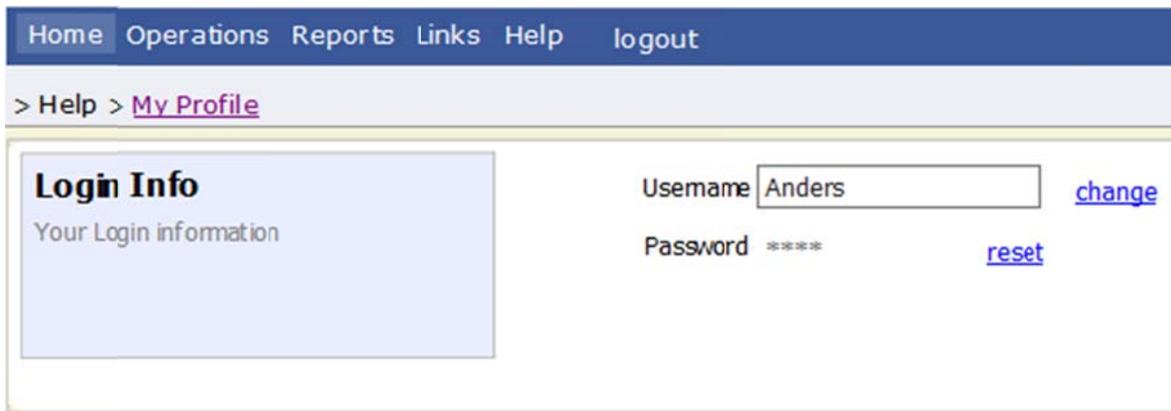


Changing Your Username and Password

Your username and password can be accessed in your profile. You will find a **My Profile** link to your profile near the top of your **Home** page and can also find a link under the **Help** menu.



From your **My Profile** page, click **Edit** to the right of the **Login Info**.



To change your Username, type the new **Username** and click [change](#).

To reset your password, click [reset](#). The screen will change to allow you to enter and confirm the new password. Click **Reset**.

 A screenshot of the password reset form. It features three input fields: 'Username' with 'Anders' and a 'change' link, 'Password' (empty), and 'Confirm' (empty). Below the fields are two buttons: 'Reset' and 'cancel'.

Changing Your Billing Information

If any change to your billing information (SSN or TIN) is necessary you must complete a new AO 213 form which is available on our website and forward to cja@arwd.uscourts.gov and the change will be made by CJA court staff.

(Revised May 18, 2016)