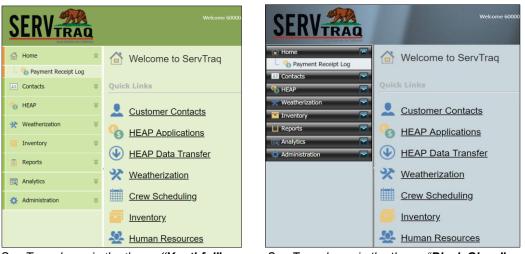
## 1 Change Settings and Password

This guide will show you how to personalize your own ServTraq database and how to change your account password.

## **Apply a Theme**

To **personalize** and add a fun twist to your ServTraq page, navigate to **Choose a Theme** box at the bottom of the home page. Click on the down arrow and select a theme option from the drop down list.

SERV	Welcome 600005TSUPPORT[[Log Out] [Change Password] [Contact ServTrag Support]
Home  Payment Receipt Log  Contacts	
Contacts     Quick Links       Quick Links     Quick Links       Weatherization     Customer Contacts	
Inventory  HEAP Applications  Reports	
Analytics   Administration  Administration  Administration  Administration	
Crew Scheduling	Choose a Theme
Human Resources	DevEx.
Choose a Theme DevEx	Aqua Black Glass DevEx
Copyright 2013 - 2019 by Central Coast Energy Services, Inc.; ServTraq version	Glass Material Ser Material Compact Metropolis



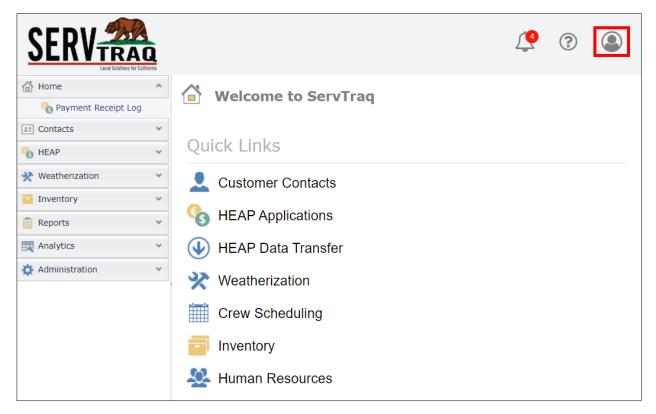
ServTraq shown in the theme "Youthful"

ServTraq shown in the theme "Black Glass"

We encourage all users to experiment with the ServTraq themes on the drop-down list, and see which theme and color contrasts allow for easier reading and navigation.

## **Change Account Password**

**To change the existing password**, click on the **(a)** icon on the top right of the page.



A small window will appear below the icons. Select Change Password.

	<u>(</u> ? ()
	60000STSupport - ServTraq Support support@servtraq.com ServTraq Support Help Desk
Q.,	Change Password
	Sign Out

- 1. Enter the existing password under Old Password
- 2. Enter the new password under *Password*
- 3. Re-enter the new password in the last box and click **Change Password**.

Change Password		
Use the form below to change your password. New passwords are required to be a minimum of 6 characters or more in length and contain at least 1 number and at least 1 character that is not a number or a letter.		
Old Password:		
Password:		
Change Password		

	Password Criteria
✓	Be at least 6 characters long
✓	Contain at least 1 number
✓	Contain at least <b>1 special character</b> (e.g. !@#\$%&) ServTraq2020!