

## Changing Passwords in Web TPAX

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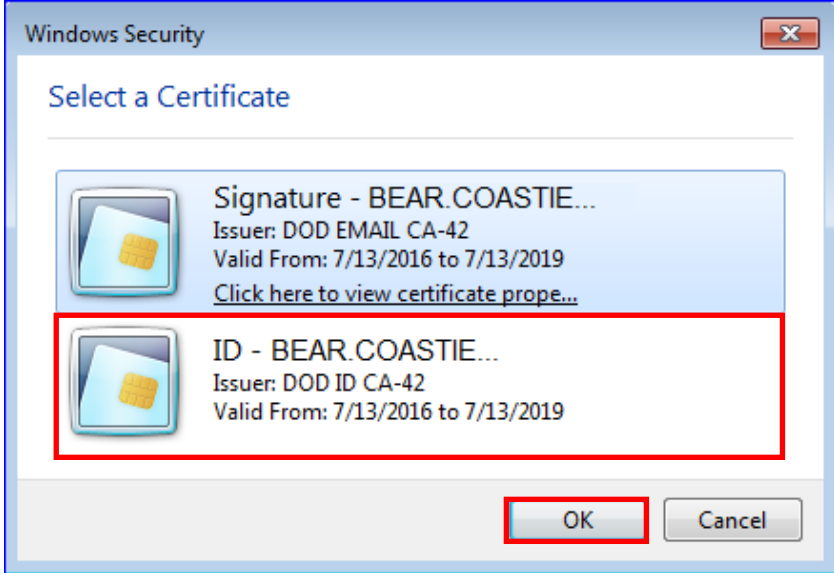
**Introduction** This guide provides the procedures for changing your passwords in Web TPAX.

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**Before you begin** If you are a first-time user, please review the [First Time Web TPAX User](#) guide before proceeding.

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**Procedures** See below.

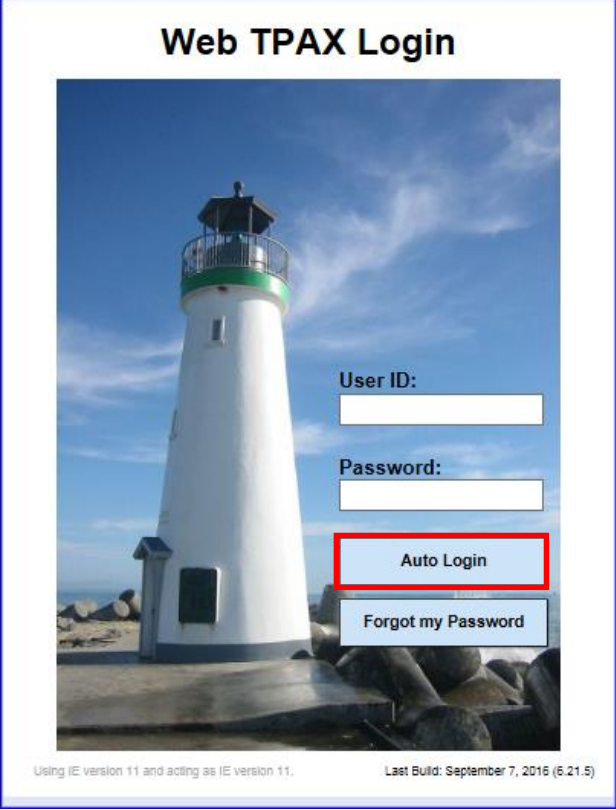
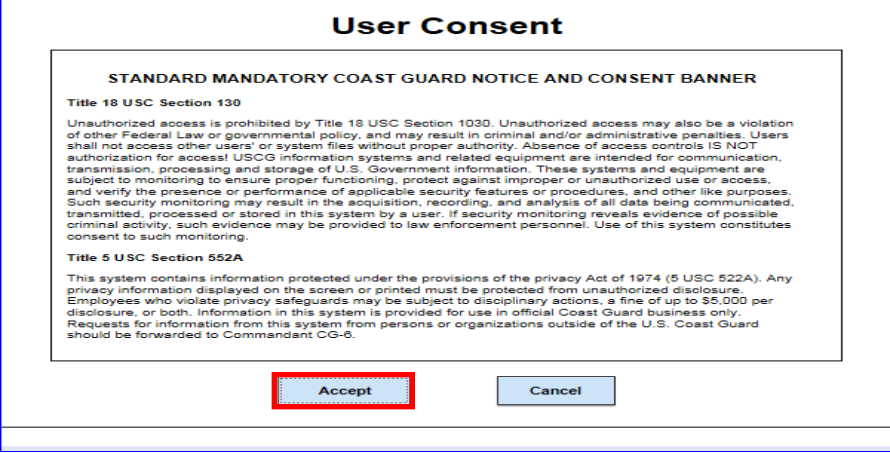
Step	Action
1	Click the Web TPAX link to begin. <a href="https://webtpax.osc.uscg.mil/">https://webtpax.osc.uscg.mil/</a>
2	<p>If you've already paired your CAC with Web TPAX, select the Certificate that includes the newest Non-Email DOD-CA, then click <b>OK</b>.</p>  <p>The screenshot shows a Windows Security dialog box titled "Select a Certificate". It lists two certificates:</p> <ul style="list-style-type: none"> <li>Signature - BEAR.COASTIE... Issuer: DOD EMAIL CA-42 Valid From: 7/13/2016 to 7/13/2019 <a href="#">Click here to view certificate prope...</a></li> <li>ID - BEAR.COASTIE... Issuer: DOD ID CA-42 Valid From: 7/13/2016 to 7/13/2019</li> </ul> <p>The "ID - BEAR.COASTIE..." certificate is highlighted with a red box. The "OK" button at the bottom right is also highlighted with a red box.</p>

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# Changing Passwords in Web TPAX, Continued


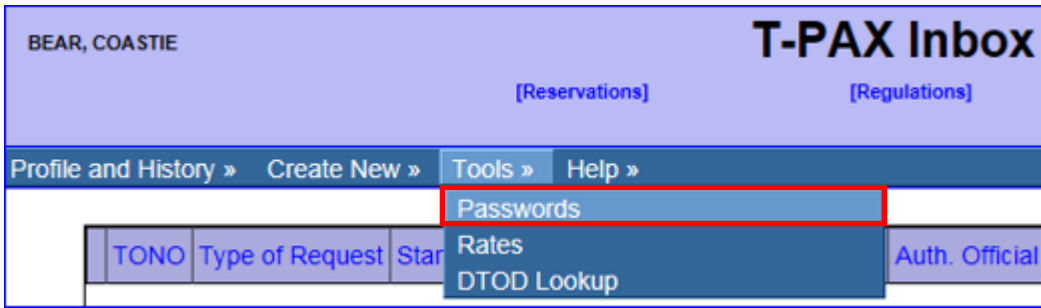
Procedures,  
continued

Step	Action
<p><b>3</b></p>	<p>Click the <b>Auto Login</b> button.</p> 
<p><b>4</b></p>	<p>Click the <b>Accept</b> button.</p> 

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## Changing Passwords in Web TPAX, Continued

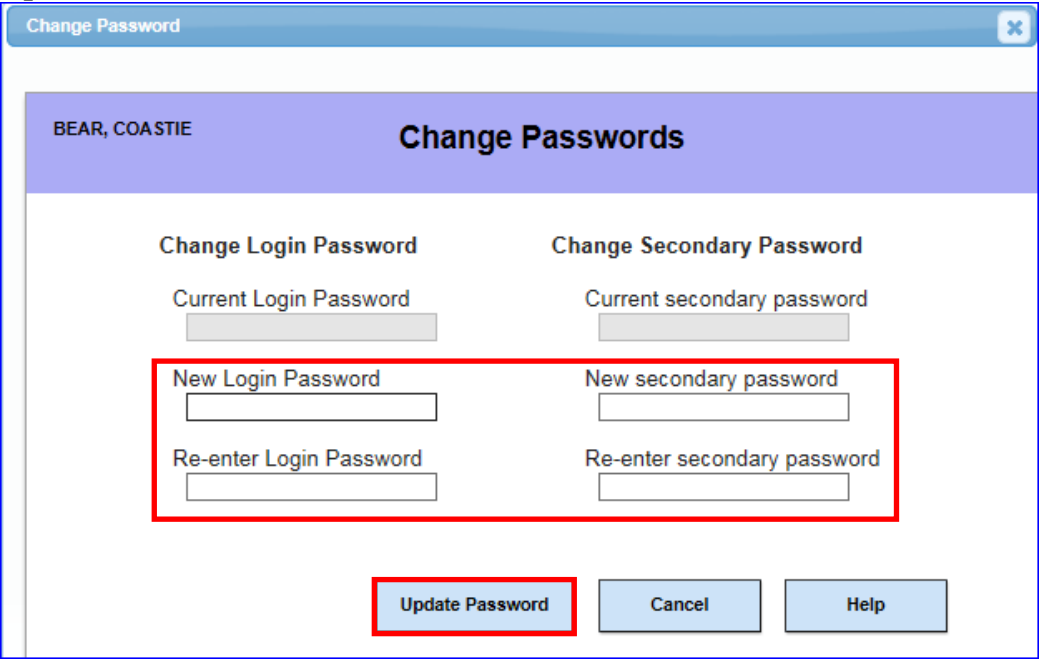
Procedures,  
continued

Step	Action
5	<p>Click <b>Tools</b>.</p> 
6	<p>Click <b>Passwords</b>.</p> 

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## Changing Passwords in Web TPAX, Continued

Procedures,  
continued

Step	Action
<p>7</p>	<p>This box will appear where the user can change their initial or secondary passwords for Web TPAX. Notice the Current Passwords are not required to change them.</p> <p>Passwords must contain:</p> <ul style="list-style-type: none"> <li>• Exactly 9 characters</li> <li>• One Uppercase letter</li> <li>• One Lowercase letter</li> <li>• One Number</li> <li>• NO Special Characters (#@!*)</li> </ul> <p>Enter the Login/Secondary Password, then Re-enter the password, then click <b>Update Password</b>.</p> 
<p>8</p>	<p>Once updated, this will appear. Click <b>OK</b>.</p> 