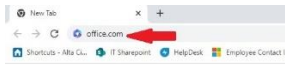
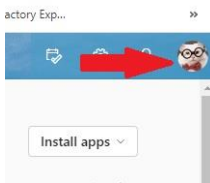


How to Maintain your AltaCima Password

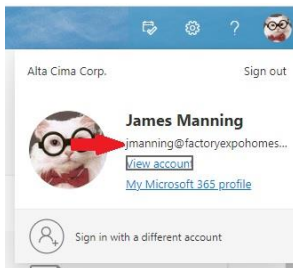
- 1) Open the Chrome browser
- 2) Type office.com in the address bar and sign in with your AltaCima credentials (the website may try to use your Champion credentials)



- 3) Left click on your account profile image in the upper right side of the screen



- 4) Verify you are logged in with your ACC email



- 5) Click on View Account
- 6) Click on Change Password and follow the prompts

Notes:

The ACC password is set to expire every 90 days

Make sure you are using the Chrome browser when accessing any ACC apps