



## Instructions on updating your User ID

The login ID must have at least one alpha character and no special characters are allowed. The new login ID needs to be entered twice and should match. If there is any mismatch, NetBranch displays the message "Login IDs do not match" upon clicking the Update button.

Log in to NetBranch



Click User Profile, then User Preferences



Scroll down to where it says: Personal Info and click [Change](#) under Login ID and Enter new Login ID.



## Login ID Change Required



### Login ID Requirements

- must be 6 characters
- must contain at least one letter
- no special characters

Enter new Login ID

\*

Re-enter new Login ID

Update

Cancel