

# HOMEOWNER HOW TO GUIDE



## Changing Passwords

**\*\* Your email address must be in our system \*\***

Computer: Go to [home.accesspm.com](http://home.accesspm.com)

**APP: Home by Vantaca (Lifestyle)**

## Changing My Password

### INSTRUCTIONS:

1. To change your password, select "Profile Settings."
2. Then click on tab at the top "My Login."

The system will prompt you to type in your current password, your new password, and confirm the new password. Once you select "Update," your password is updated.

The screenshot displays the ACCESS PROPERTY MANAGEMENT user interface. On the left is a vertical navigation menu with the following items: Dashboard, Payments, Requests, Calendar & Events, Documents, FAQs, Help, My Profile (with a sub-menu arrow), Profile Settings, and Logout. Red checkmarks are placed to the right of the 'My Profile' and 'Profile Settings' items. The main content area is titled 'Profile Settings' and features two tabs: 'Contact Info' and 'My Login'. The 'My Login' tab is selected and underlined, with a red checkmark above it. Below the tabs, the text reads: 'Change your login email or password for this website.'