



## Instructions for Setting Your Password – The First Time

### You Will Only Need To Do This Process Once.

1. Enter your six-digit client number
2. Enter the initial login password: **media**
3. You will see the message: “The password you have entered is an initial password. You must set a new password.”
4. You will then be prompted to change your password to one of your choice.
5. Enter your new password:
6. Re-enter new password:
7. *This new password is entered twice.*
8. Minimum number of characters = 4  
Maximum number of characters = 16
9. Passwords may be either alpha or numeric – or a combination of both.
10. You are the only one who knows your password. If you forget, contact Customer Service at 319-399-6754 or 800-642-4107 and they will reset your password for you.
11. You may use the same password for multiple locations.