



## How To Change Your Password

First of all you will need to go to the 'My Dashboard' section of the website by clicking the tab at the top of the webpage.



The screenshot shows the Dealer-Auction.com website interface. At the top, there is a navigation bar with 'Home', 'Buy', 'Sell', 'Closed Auctions', 'My Dashboard', and 'Contact'. Below this is a search bar with 'Auction Search' and 'Keyword Search' options. The main content area is titled 'My Dashboard' and contains a grey banner with the text 'My Dashboard Use this area to review and manage all your interests for the site'. Below the banner are tabs for 'Buying', 'Selling', 'Transaction History', 'Invoice History', and 'My Account'. Under the 'My Account' tab, there are sub-tabs for 'My Details', 'My Preferences', 'My PaymentPreferences', and 'Change Password'. The 'Change Password' tab is highlighted, and a mouse cursor is pointing at it. Below the sub-tabs, there is a form with three input fields: 'Old Password \*', 'Password \*', and 'Confirm Password \*'. Each field has a placeholder text: 'Minimum of 6 Characters'. A 'Change Password' button is located at the bottom of the form.

Then you will need to navigate to 'My Account' and then 'Change Password' (just below the grey banner, as pictured above)

This screenshot shows the same 'My Account' page as the previous one, but with the password change form filled out. The 'Old Password \*', 'Password \*', and 'Confirm Password \*' fields now contain six dots, indicating that text has been entered. The 'Change Password' button is still visible at the bottom of the form. A mouse cursor is pointing at the 'Change Password' button.

There will now be three text boxes underneath. You will need to enter your old password followed by what you would like to change it to.

After you have filled all three boxes you will need to click 'Change Password' at the bottom (pictured above)

As long as this has been done correctly the boxes will be replaced by the message 'Your password has been changed.'

This screenshot shows the 'My Dashboard' page after the password change. The 'Change Password' sub-tab is still selected. Below the sub-tabs, there is a green message that reads 'Your password has now been changed.' The rest of the page layout is the same as in the previous screenshots.

If you need any further help or assistance then please give a member of the Dealer Auction team a call on 0116 230 1444