

# Changing an EMS Account Password

## Changing your EMS Account Password

From the [Element](#) homepage, click [Sign In](#) then [Admin Dashboard](#) to be taken to the EMS Control Panel. If you aren't logged in already, you will be presented with the login screen - sign in using your details to be taken to the EMS Control Panel.

The screenshot shows the Element website's navigation bar with the 'Sign In' dropdown menu open, highlighting the 'Admin dashboard' option. Below the navigation bar is a 'Sign In' form with the following elements:

- Sign In** (Section Header)
- Email** (Label) with an input field
- Password** (Label) with an input field
- [Forgot Password?](#) (Link)
- [\[+\] Not seeing your usual login option?](#) (Link)
- Sign In** (Button)
- [New user? Register](#) (Link)

Click [Your Account](#), found in the top right, then select [Account](#), or goes directly there from this link, [Account Page](#).



Your Account ▾



Account



Billing

This page contains details about your account, to change your password, you will need to click [Authentication Settings](#) found at the bottom of the [Edit your profile](#) section.

# Your Account

## Edit your profile

Name:

Email:

Matrix ID: ⓘ

(Optional)

Company

Name:

(Optional)

EU VAT ID: ⓘ

(Optional)

Consent to  
marketing?: ⓘ

[Authentication Settings](#)

[Save Changes](#)

This will take you to your Account Console, where you can manage your account security settings. Click [Signing In](#) under [Account Security](#), then from the [Basic authentication](#) section click the [Update](#) button.

# Welcome to Element account management



## Account security

Control your password and account access

[Signing in](#)

### Basic authentication

#### Password

Sign in by entering your password.



My password


Created



[Update](#)

You will need to reauthenticate to confirm your identity, then follow the steps provided to setup a mobile authenticator.



 Please re-authenticate to continue

**Email**

**Password**

[Forgot Password?](#)  
[\[+\] Not seeing your usual login option?](#)

Finally, you will be presented with the screen to update your password. Confirm it and then click  to change your account password.

## Update password

**New Password**

**Confirm password**