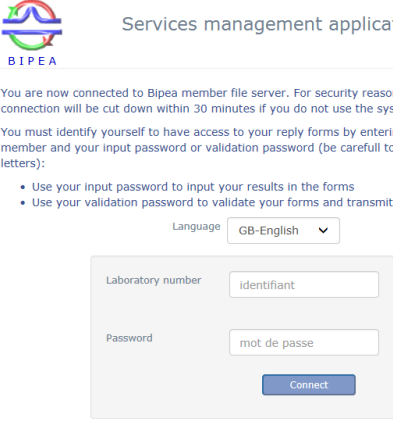


How to change your input and validation passwords ?

You have the possibility to personalise the input and validation passwords.

We invite you to go to your online Member Area with your passwords (laboratory number, validation password and input password).

Step 1



Services management application

You are now connected to Bipea member file server. For security reasons, your connection will be cut down within 30 minutes if you do not use the system.

You must identify yourself to have access to your reply forms by entering your code member and your input password or validation password (be careful to the capital letters):

- Use your input password to input your results in the forms
- Use your validation password to validate your forms and transmit to BIPEA.

Language: GB-English

Laboratory number: identifiant

Password: mot de passe

Connect

Go to your online Member Area on our website www.bipea.org MEMBER AREA

You can also use the direct access with the link: <https://extranet.bipea.org>

Please connect with your **laboratory number** and your current **input password**.

In case of passwords loss, we will send you them back by letter after receiving your written request.

Step 2



Laboratory 10000

View the edition code

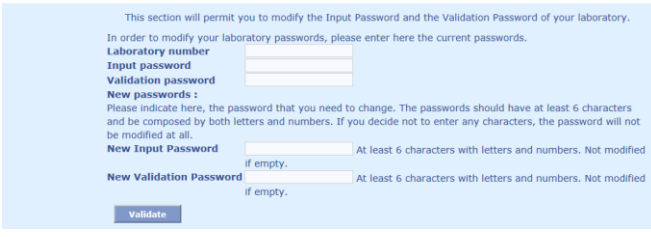
Change the password

Quit

Click on the button Laboratory 10000 at the top left of the screen.

You will have access to the option « **Change the password** » in order to access the step 3.

Step 3



Modification of the passwords

This section will permit you to modify the Input Password and the Validation Password of your laboratory.

In order to modify your laboratory passwords, please enter here the current passwords.

Laboratory number

Input password

Validation password

New passwords :

Please indicate here, the password that you need to change. The passwords should have at least 6 characters and be composed by both letters and numbers. If you decide not to enter any characters, the password will not be modified at all.

New Input Password At least 6 characters with letters and numbers. Not modified if empty.

New Validation Password At least 6 characters with letters and numbers. Not modified if empty.

Validate

First enter your current passwords (laboratory number, input password, validation password). Then enter your **new passwords**.

Each password must have 6 digits and be composed by both numbers and letters.

Passwords will not be modified if both boxes *New input password* and *New validation password* are not filled in. You can change those passwords at any time during the annual series.

Be careful when you enter your new passwords because you will not get any confirmation of the modification.