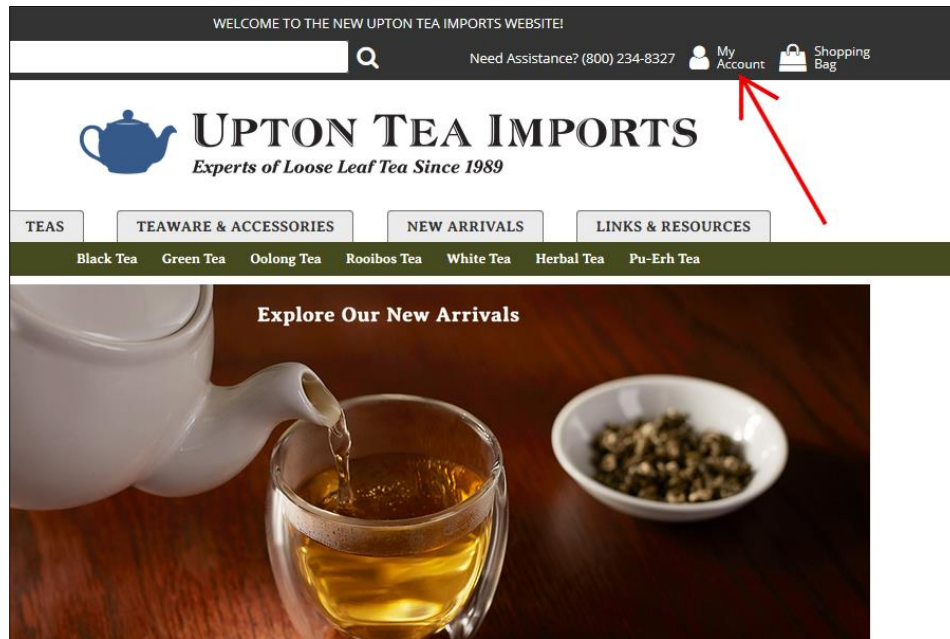
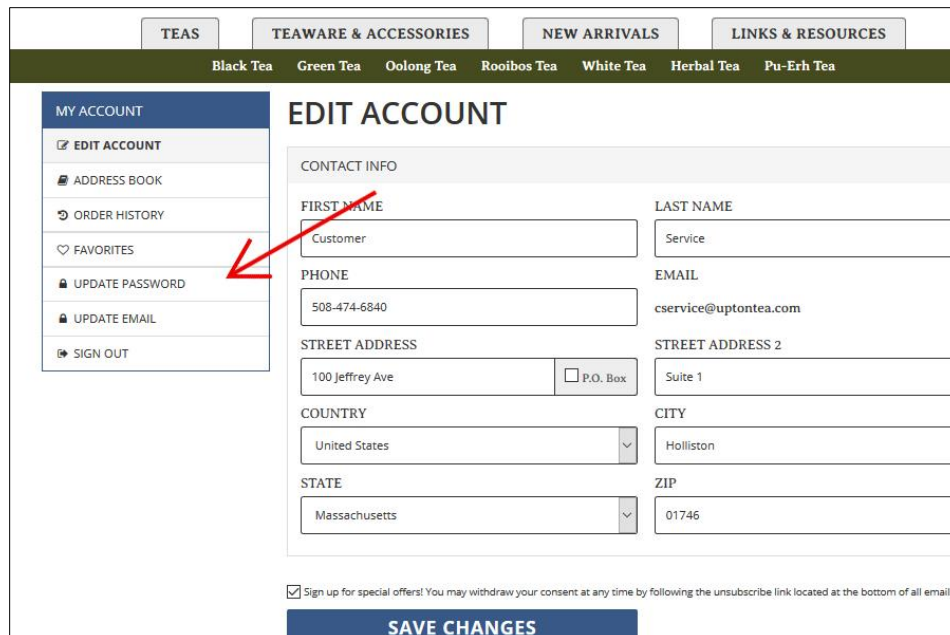


How do I change my password?

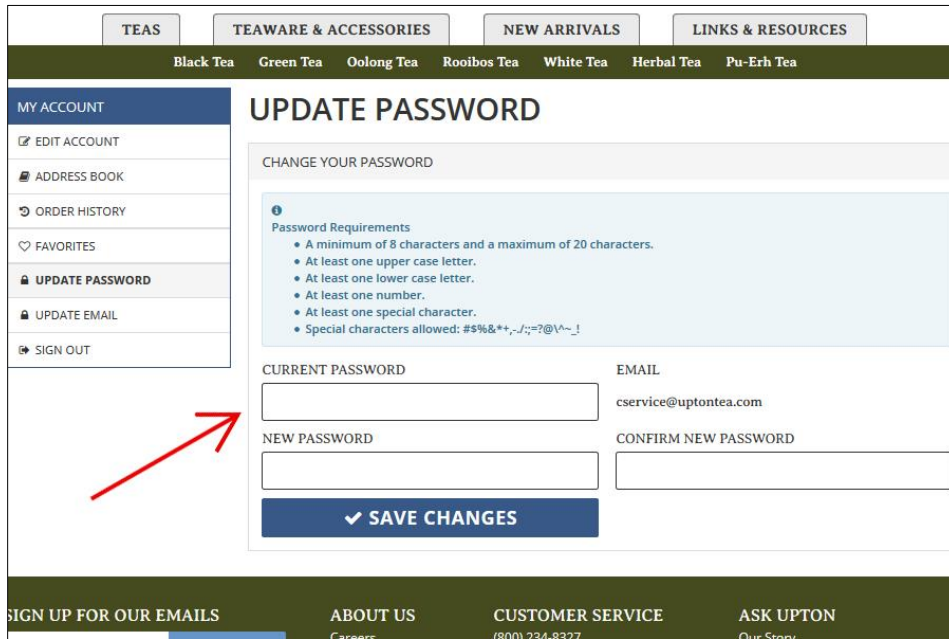
1. If you are logged in to your account, click on the *My Account* icon in the upper right-hand corner of the page.



2. Click on *Update Password*, located in the *My Account* menu.

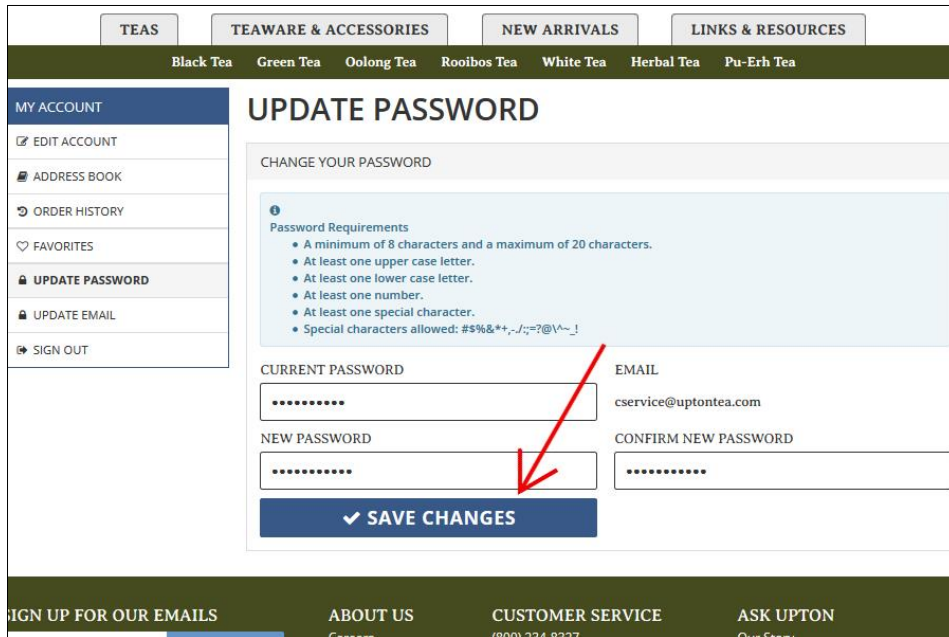
A screenshot of the 'EDIT ACCOUNT' page on the Upton Tea Imports website. The page is divided into two main sections: a sidebar on the left and a main content area on the right. The sidebar, titled 'MY ACCOUNT', contains several options: EDIT ACCOUNT, ADDRESS BOOK, ORDER HISTORY, FAVORITES, UPDATE PASSWORD, UPDATE EMAIL, and SIGN OUT. A red arrow points to the 'UPDATE PASSWORD' option. The main content area is titled 'EDIT ACCOUNT' and contains a 'CONTACT INFO' section with various input fields. The fields are arranged in two columns. The first column includes: FIRST NAME (with 'Customer' entered), PHONE (with '508-474-6840' entered), STREET ADDRESS (with '100 Jeffrey Ave' entered), COUNTRY (with 'United States' selected), and STATE (with 'Massachusetts' selected). The second column includes: LAST NAME (with 'Service' entered), EMAIL (with 'cservice@uptontea.com' entered), STREET ADDRESS 2 (with 'Suite 1' entered), CITY (with 'Holliston' entered), and ZIP (with '01746' entered). There is a checkbox for 'P.O. Box' next to the street address field. At the bottom of the form, there is a checkbox for 'Sign up for special offers!' and a blue 'SAVE CHANGES' button.

3. Enter your *Current Password* and your *New Password* (please note the new requirements for added security).



The screenshot shows the 'UPDATE PASSWORD' page. On the left is a 'MY ACCOUNT' sidebar with options: EDIT ACCOUNT, ADDRESS BOOK, ORDER HISTORY, FAVORITES, UPDATE PASSWORD (highlighted), UPDATE EMAIL, and SIGN OUT. The main content area is titled 'UPDATE PASSWORD' and 'CHANGE YOUR PASSWORD'. It includes a 'Password Requirements' section with a list of rules: minimum 8 characters, maximum 20 characters, at least one upper case letter, at least one lower case letter, at least one number, at least one special character, and a list of allowed special characters. Below this are four input fields: 'CURRENT PASSWORD', 'NEW PASSWORD', 'EMAIL' (pre-filled with 'cservice@uptontea.com'), and 'CONFIRM NEW PASSWORD'. A blue 'SAVE CHANGES' button is at the bottom. A red arrow points to the 'CURRENT PASSWORD' field.

4. Confirm your *New Password* by entering it a second time in the *Confirm New Password* text box to the right. Click on *Save Changes*.



This screenshot is identical to the previous one, but the 'CURRENT PASSWORD' field is now filled with eight dots. The 'NEW PASSWORD' and 'CONFIRM NEW PASSWORD' fields are also filled with eight dots. A red arrow points to the 'NEW PASSWORD' field, and another red arrow points to the 'CONFIRM NEW PASSWORD' field. The 'SAVE CHANGES' button remains at the bottom.