**How to Change Your password in CMiC:**

In order to change your password, simply follow the instructions below:

1. Open the CMiC Password Manager at <https://reset.swinerton.com/r/aexp4b.asp> and login using your current username and password.
2. The Password Manager page will load with your User Name defaulted in. Enter your current, or “Old” password, then your New password and confirm your new password by re-entering it. Click OK.

3. Return to CMiC at <https://cmicweb.swinerton.com/cmicprod/SdMenu/> and login using your new password.