

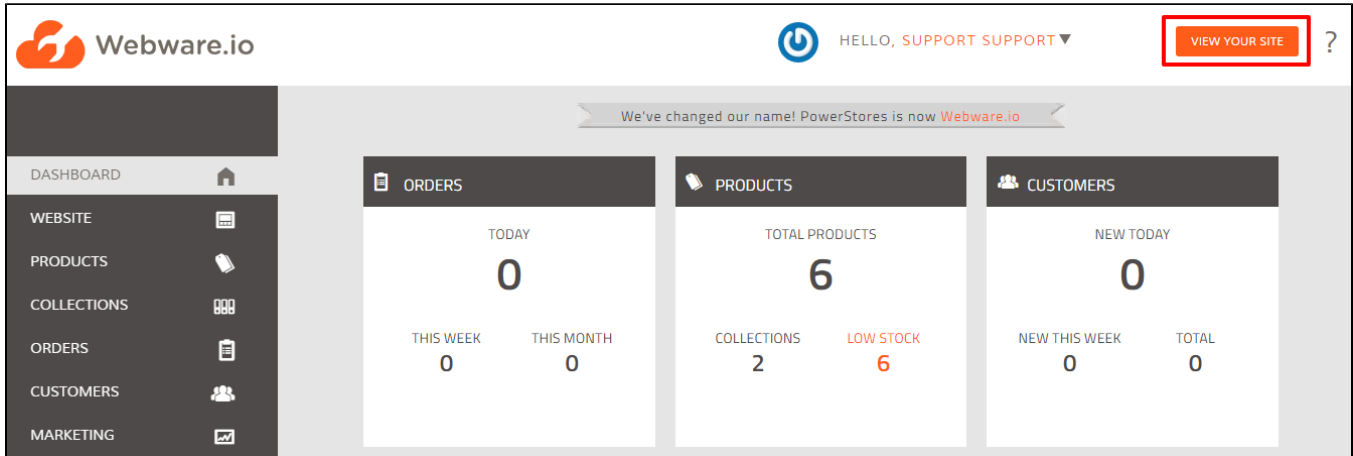
# Changing Your Password

## How to Change your administrator password:

1. Login to your :

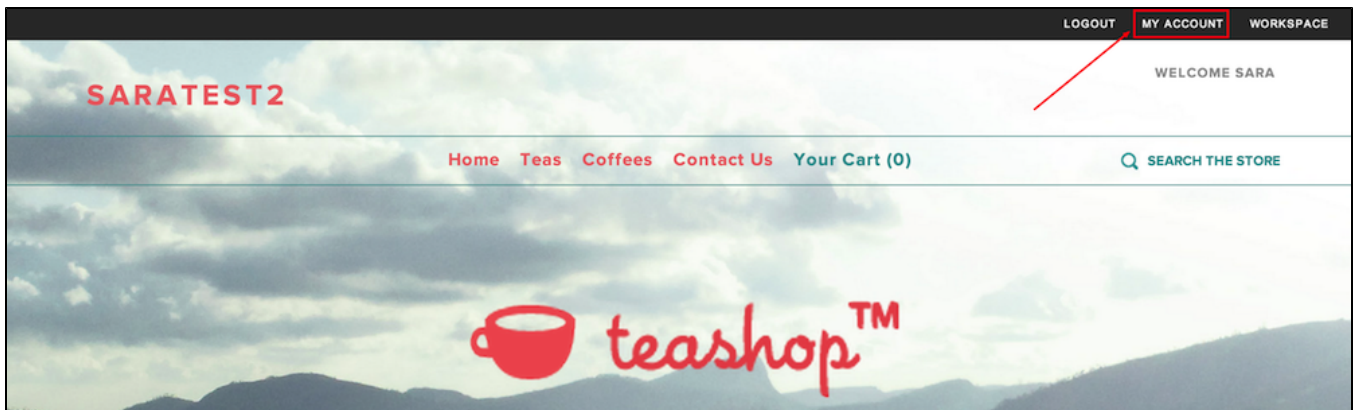
- Go to [/admin](#)
- Enter your login details and click "Login"
- You will then be taken to your Workspace

2. Go to your **Store**. Click on "**View Your Store**" on the upper right corner of your screen. This will take you to your store's home page.

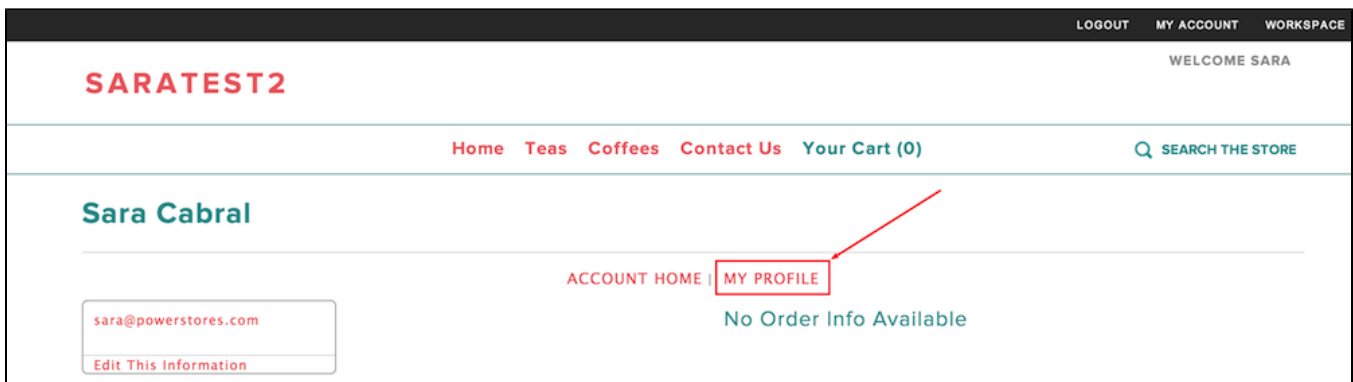


3. In the upper right corner click on **My Account**

**i** NOTE: you must be logged in (step 1) in order to view the "My Account" link.



4. Click on the link **My Profile**.



5. You can edit any information about your account on this screen.

# SARATEST2

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## Sara Cabral

[ACCOUNT HOME](#) | [MY PROFILE](#)

Use the form below to fill out your member profile.

### Your Information

First Name \*

Last Name \*

Email \*

Password \*

Password is case sensitive, 6-12 characters, no spaces with 1 number

Confirm Password \*

### Billing Information

Street Address, House number etc \*

Landmark, Floor, c/o

City \*

State/Province \*

Zip/Postal Code \*

Country \*

Phone Number \*


e.g. N/A

### Other Information

I want to join your mailing list (Unchecking this will unsubscribe you)

**SUBMIT**

6. When you have made your changes, click the **Submit** button.

 **NOTE:** *If you have forgotten your password, see [Resetting Your Password](#).*

## Related articles

- [Setting up Customer Email and Account Email](#)
- [Changing Your Password](#)
- [Stripe - Where to find your Merchant Account Info](#)
- [Canceling Your PowerStore](#)
- [Creating Multiple Stores](#)