

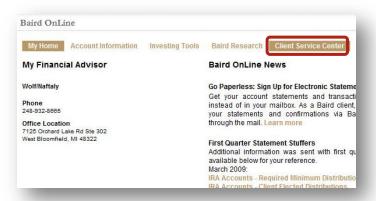
## **Baird OnLine**

## **Changing Login Information**

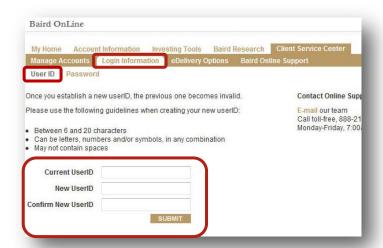
When your Baird OnLine access is set up, Baird generates a User ID and Password that consist of random letters and numbers. You may personalize your login information by following the steps below.

## **Changing Your Login Information**

- 1. Log in to Baird OnLine using your current login information.
- 2. Click Client Service Center.



- 3. Click Login Information.
- 4. Enter your **Current User ID** into the first box.
- 5. Enter your **New User ID** into the second and third boxes.
- 6. Click **Submit** to save the changes.



- 7. Click **Password** to change your password.
- 8. Enter your **new** password into each box.

  (**Please note:** Your new password must be **exactly 8 characters** and contain at least **one number** and **one letter**.)
- 9. Click **Submit** to save the changes.

