Password Guidelines

For PaySR Production and PS Query, a password must:
>       Be at least five characters long and a maximum of eight characters.
>       Not include any blanks or special characters
>       Not be the same as your UserID
>       Not be the first three characters of the month

Your password for Production and PS Query will expire every thirty days, after which you will be prompted to change it.  You must sign on at least once every 60 days to an application to keep your UserID and password active.

**Instructions for Changing Passwords**

All users will be prompted to change their Production and/or PS Query passwords at their first login to either of these applications on or after 01/26/2001.  Users will not be required to change their Citrix passwords.  If you use both Production and PS Query, you will need to change the password in each application.

1. Click on either the PaySR Production or PS Query icon to open the appropriate application.
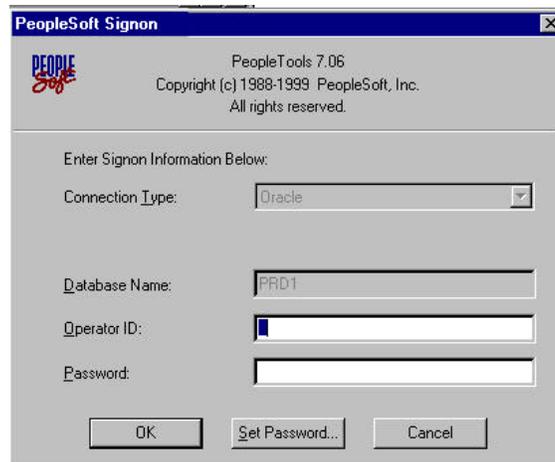


2. Type your Operator ID and your **current password** in the appropriate sections.
3. Click OK.
4. Click OK in the following message box.



5. Type a new password in the Change Password window.
6. Click OK.
7. Type the new password again in the Verify Password window.
8. Click OK.
9. Click OK on the Password Change Completed message.