

Client Readiness Training

# Logging into P3

# Content

On this module, we will go over the following topics:

## 1 Login and Change Password

Learn how to log into Pennymac's P3 and how to change your password.

 **MODULE DURATION**  
**5 MINUTES**

## Scenario: Log In and Change Password

Charlie needs to log into P3 for the first time.

Let's see how Charlie can do this.



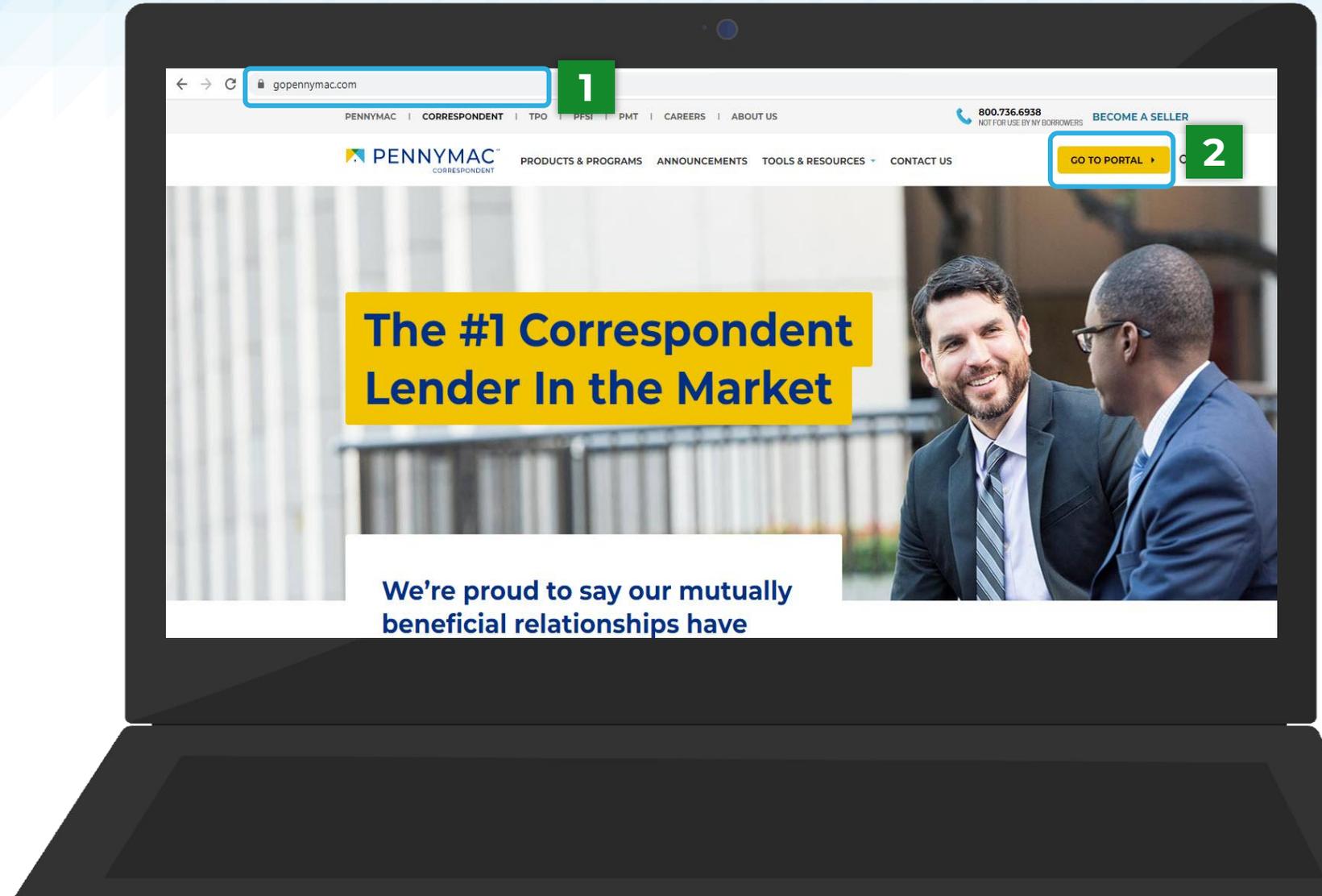
# ▶ Login and Change Password

# Log In and Change Password

**1** Navigate to ***gopennymac.com***.

**2** At the top right of the page, click ***Go To Portal***.

**i** For new users, before performing the following steps, check your email for access credentials.



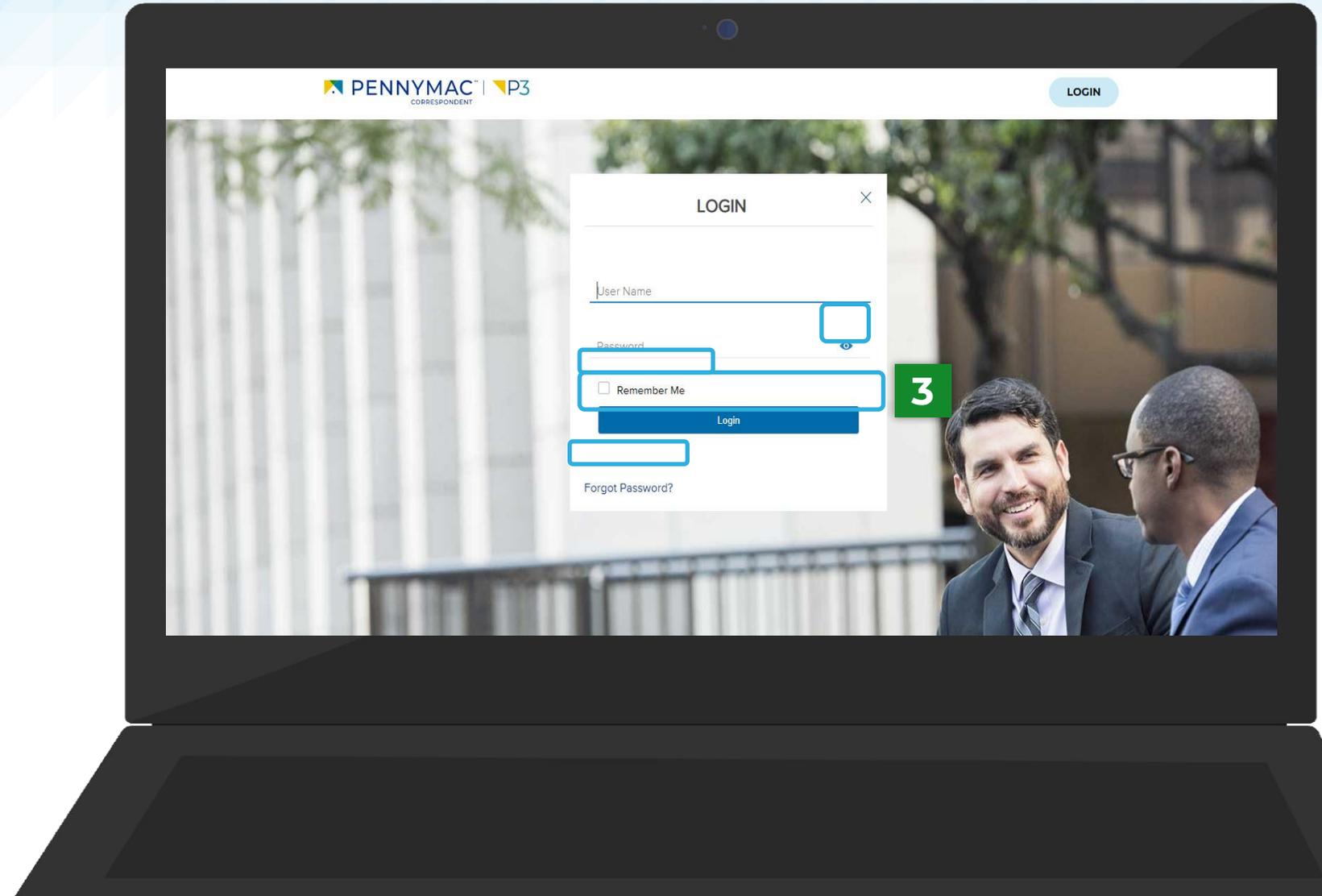
# Log In and Change Password

**3** Once the login screen displays, enter your username and temporary password provided and click the **Login** button.

**i** Click the **View** icon  if you would like to see your password to correct any mistakes.

**i** Click the **Remember Me** button  to save your login name. Password will not be saved.

**i** Click the **Forgot Password** link to reset your password using your account email.



# Log In and Change Password

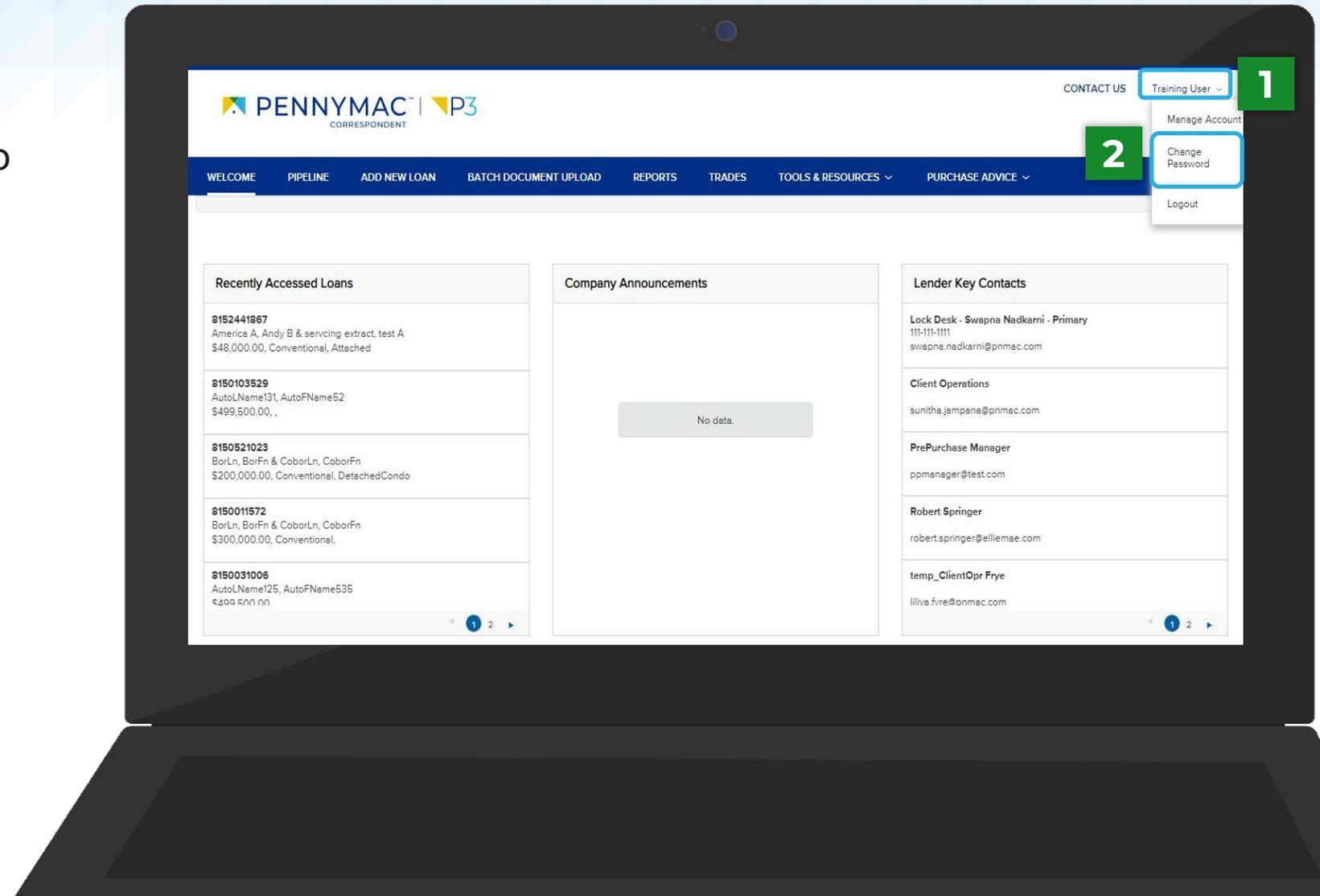
Once in P3, follow the next steps to change password:

**1** In the upper right hand corner of the website click on the drop-down **Your User Name** menu.

**2** Three options display:

- Manage Account
- Change Password
- Logout

Click on **Change Password** button.



# Log In and Change Password

**3** Insert the **current password**.

**4** Insert a **new password**..

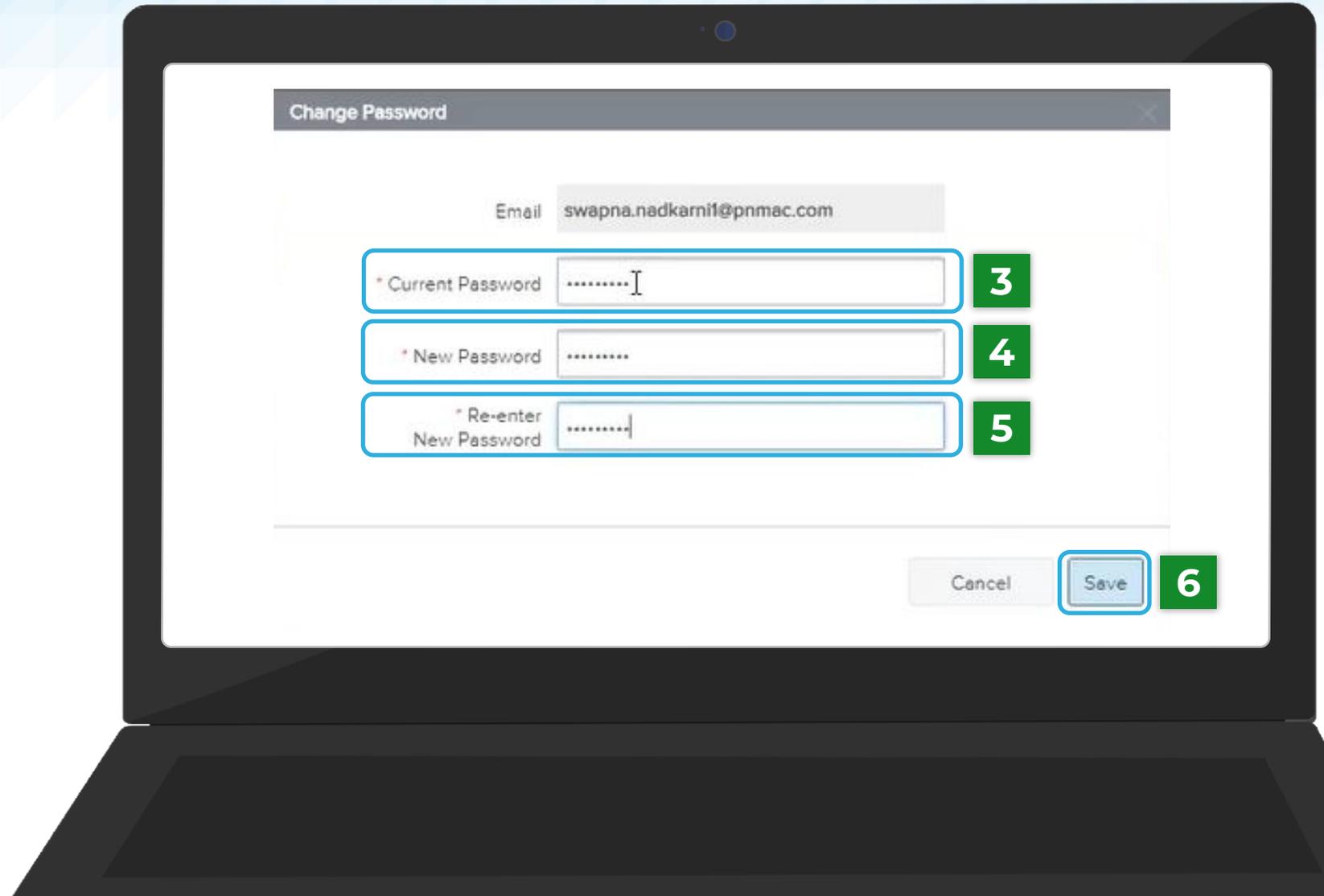
**i** It should be different from the current password.

**5** Re-enter your **new password**.

**6** Click the **Save** button..



A small window will open to confirm you have successfully changed your password.



# Log In and Change Password

## Password Rules

When setting up your new password, there are some rules that need to be taken into consideration. Let's go over them!



### **Characters**

8 Characters Minimum Password Length.



### **Must have**

- 1 Number
- 1 Special Character



### **Expiration date**

Password expires every 60 Days

## Learning takeaways from this case:

- ✓ Understanding of how to access the P3 portal.
- ✓ Understanding of how to login and change your default password.
- ✓ Understanding of password rules.



**THANK  
YOU!**

