

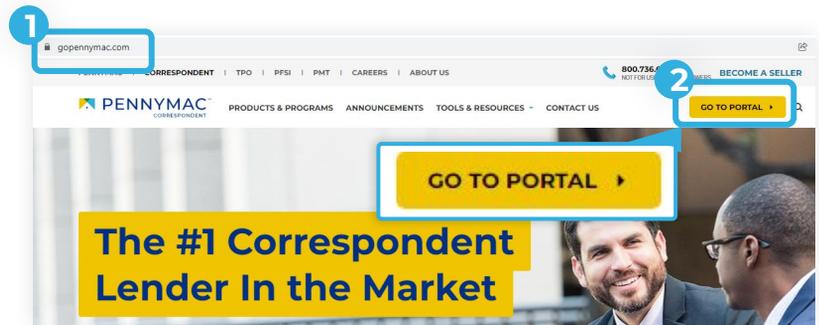
# P3 Password Security & Login Guide

JOB AID

This Job Aid walks you through how to log into Pennymac's Portal and change the user's password.

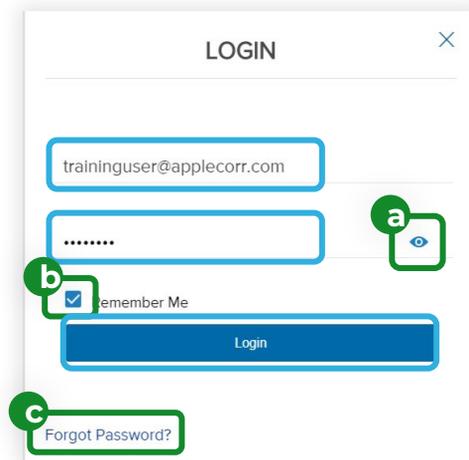
**A** Follow the next steps to log into the Portal:

1. Navigate to *gopennymac.com*.
2. At the top of the page click the new P3 Portal link



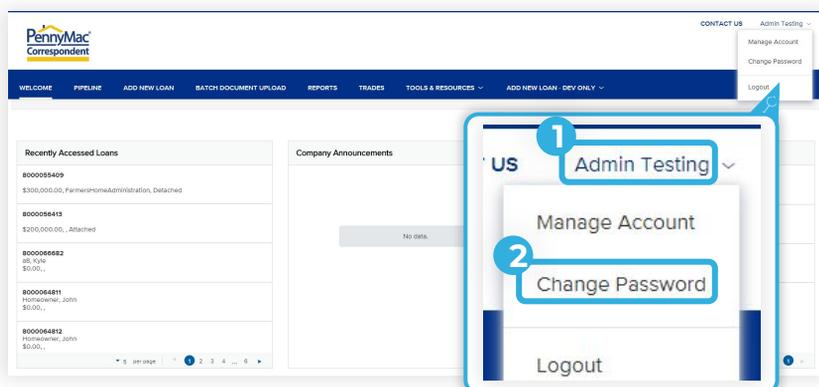
**B** Once the login screen displays, enter your username and temporary password provided and click the Login button.

- a. Click the view icon if you would like to see your password to correct any mistakes.
- b. Click the Remember Me button to save your login name. Password is not saved.
- c. Click the Forgot Password to reset your password using your username or account email.



**C** Once in the Portal, follow the next steps to change the password:

1. Click on your name at the top right corner.
2. Click on the Change Password button.



**D** The Change Password screen is displayed:

1. Insert the current password.
2. Insert a new password.
3. Re-enter the new password.
4. Click the Save button.

The screenshot shows a 'Change Password' window with the following elements:

- 1**: A blue circle with the number '1' pointing to the 'Current Password' input field.
- 2**: A blue circle with the number '2' pointing to the 'New Password' input field.
- 3**: A blue circle with the number '3' pointing to the 'Re-enter New Password' input field.
- 4**: A blue circle with the number '4' pointing to the 'Save' button.

The email address 'swapna.nadkarni@pnmac.com' is displayed in the 'Email' field. The 'Current Password', 'New Password', and 'Re-enter New Password' fields contain masked characters (dots). The 'Save' button is highlighted with a blue border.

**ATTENTION!**

**P3 Password Rules**

- 8 Characters Minimum Password Length.
- Must have 1 lower case number.
- Must have 1 Special Character.
- Expires every 60 Days.
- You may not reuse a previous password.