

## To Update Profile Information

You can update your profile, change your password, specify or change a recovery question and answer (if required), and verify license information through the Profile light box. Your profile was created during the initial user configuration by the system administrator.

To update your profile information:

- Log in to Path. The opening page you see will usually be the Pipeline view of your default role.
- Click your name in the header, highlighted in red in the above screen shot. The Profile light box appears.



Loans Path User ( Loan Originator ) | Log out

Pipeline    Sandbox    Reports    Trades

Desk    Cabinet    Role Desk    Role Cabinet    Active    Archive    Inactive

Production (1)    Lock (8)    Compliance (8)    Condition (2)    All

A. ETA Date	Note Rate	Lock Expir...	Loan Type	Loan Status	Servicer Nu...	Loan Purpo...	Loan Number	Loan Amount	LO Name	Borrower F...	Business U...	Property St...
	0.000		Application ...	Refinance			8175550083	0.00	Bowen Zhao	Ben M. Cars...	Bowen 1111...	CA

Navigation: 1 | 100

### Profile

My Profile    My Notification

User ID	<input type="text" value="pathuser"/>	New Password	<input type="password"/>	Email	<input type="text" value="path_user@calyxsoftware.com"/>
Password	<input type="password" value="....."/>	Confirm Password	<input type="password"/>	Phone	<input type="text" value="(408) 997-5525"/>
Default Role	<input type="text" value="BZ Loan Originator"/>	Last Login	<input type="text"/>	Fax	<input type="text"/>
Recovery Question	<input type="text" value="Favorite food?"/>				
Recovery Answer	<input type="text" value="Rib-eye steak"/>				
NMLS Number	<input type="text" value="4422"/>	Issue Date	<input type="text" value="12/28/2018"/>	Expiration Date	<input type="text" value="12/31/2019"/>

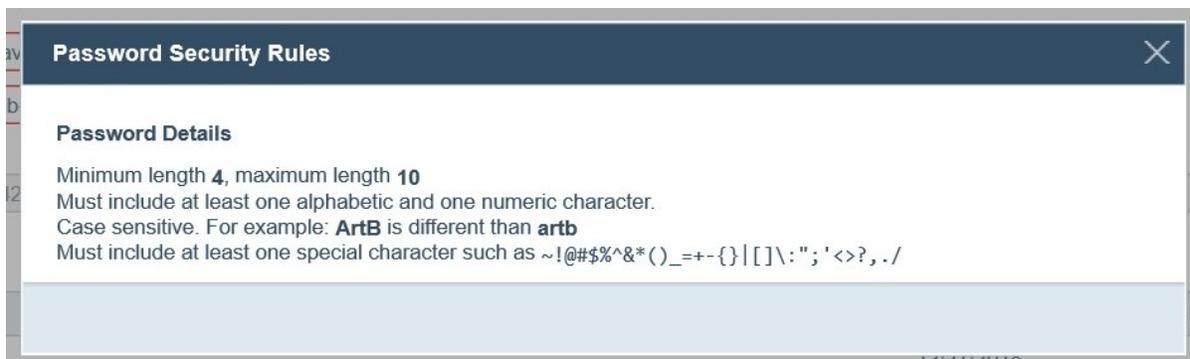
State/Agency	License Number	Issue Date	Expiration Date
AZ AREC		12/27/2018	
CA CalBRE		12/27/2018	

- Review the information the first time you access your profile to ensure that it is accurate. If any information in the NMLS and license fields requires updating, contact your Path system administrator to request the change.

### To Change Your Password

Enter your new password in the **New Password** field and enter it again in the **Confirm Password** field.

- To view the requirements for the password, click the information icon (i) next to the **New Password** field, to open the Password Security Rules light box.



- If your system administrator has configured Path to require users to answer a recovery question to verify your identity, the **Recovery Question** and **Recovery Answer** fields are visible. Enter a recovery question and provide the answer.

**TIP:** Your recovery question and answer do not need to be in the form of a question and answer. You can enter any word or phrase in the **Recovery Question** field as reminder of your **Recovery Answer**.

**IMPORTANT:** If you do not remember your recovery answer when you attempt to reset your password, contact your system administrator. The system administrator will reset the fields so you can enter them again.

- Update your email, phone, and fax, as applicable, in the **Email**, **Phone** and **Fax** fields.
- Click **Save** when finished.