# How do I...?

Change my voicemail pin and commportal password::
Open up commportal, click on View Account Settings at the bottom.

Under the Security, you can change your password which is your commportal password. If you change this and you are using the commportal app on your laptop you will have to change the password on the login screen by right clicking on your app or badge.

Go to settings and change the password field to your new password. The badge will log back in and sync up to the server.
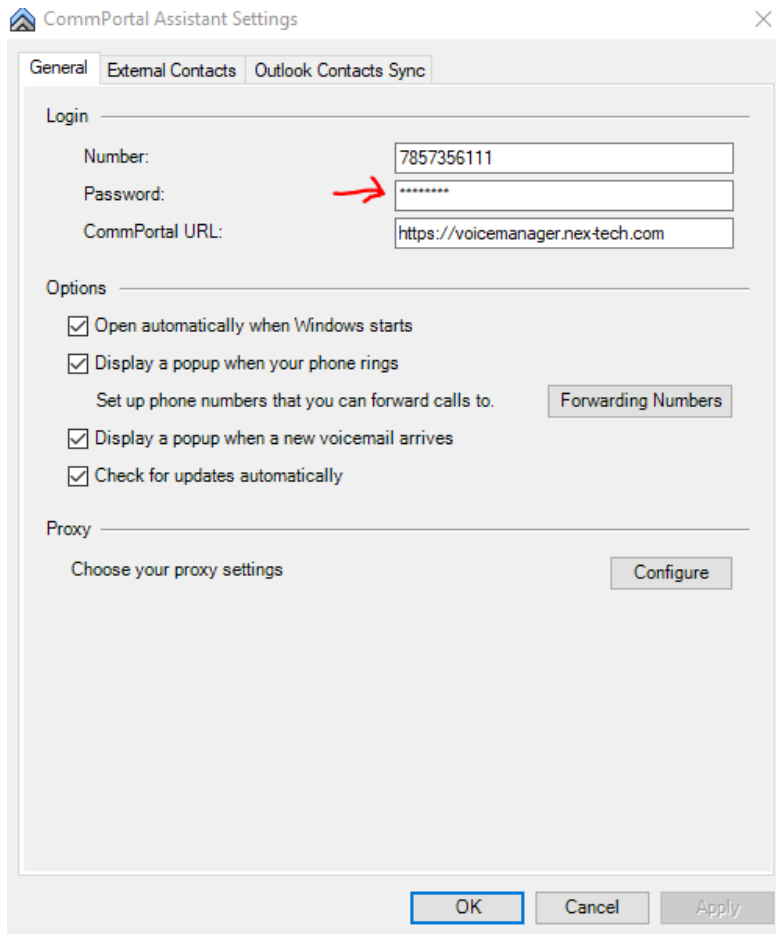


If you need to change your voicemail pin, click change voicemail pin. It will have to be at least 6 digits and cannot be 123456 or 3 numbers together like 234 or 456. Has to be 110863 something like this. If you choose the box skip pin, you will no longer have to use a pin code to listen to your messages on your phone. If you log in from a remote location you will still use your pin. You do not need to change the Call Services Pin unless you use remote call forwarding. That pin is all it controls.