

1



2

Business Partner: Change Password

Select **Edit Profile**.



PA pennsylvania

Keystone Key

Username

Password

LOGIN

Self-service for Business Partner

- Forgot User ID
- Forgot Password
- Register for eVitals
- Edit Profile**

WARNING! US GOVERNMENT SYSTEM and DEPARTMENT OF HUMAN SERVICES SYSTEM. Unauthorized access is prohibited by Public Law 86-36 "The Computer Fraud and Abuse Act of 1986". Use of this system constitutes CONSENT TO MONITORING AT ALL TIMES and is not subject to ANY expectation of privacy. Unauthorized use of or access to this system may subject you to civil or criminal penalties under state or federal law. This statement is being posted by the Department of Human Services Security and Audit Unit.

Copyright© 2021 by the Commonwealth of Pennsylvania. All Rights Reserved.

DEPARTMENT OF HEALTH

3

Business Partner: Change Password

Log in with Business Partner credentials in pop-up window.



PA Pennsylvania Keystone Key Login Page - Google Chrome

https://nhidm-sat.state.pa.us/ohem/deragent/forms/AggrBPS.fc?TYPE=33554433&REALMOID=06-713ba2a1-1531-4849-ad...

PA pennsylvania

Keystone Key

Username

Password

LOGIN

WARNING! US GOVERNMENT SYSTEM and DEPARTMENT OF HUMAN SERVICES SYSTEM. Unauthorized access is prohibited by Public Law 86-36 "The Computer Fraud and Abuse Act of 1986". Use of this system constitutes CONSENT TO MONITORING AT ALL TIMES and is not subject to ANY expectation of privacy. Unauthorized use of or access to this system may subject you to civil or criminal penalties under state or federal law. This statement is being posted by the Department of Human Services Security and Audit Unit.

Copyright© 2018 by the Commonwealth of Pennsylvania. All Rights Reserved.

DEPARTMENT OF HEALTH

4

Business Partner: Change Password

Click **Change Password**.



5

Business Partner: Change Password

Enter current and new passwords.

The screenshot shows the 'Change Password' form. It includes the following fields and information:

- User ID: b-michshaw
- First Name: michael
- Last Name: shaw
- Current Password: [masked]
- New Password: [masked] with a strength indicator of 'Strong' (green bar).
- Confirm New Password: [masked]

Below the form, there are requirements for the password:

- At least eight (8) characters
- Contain one number
- Contain one upper-case letter
- Contain one lower-case letter
- Contain one special character, such as !, @, \$, %, ^, ~, etc.
- Does not contain your user name, first or last name

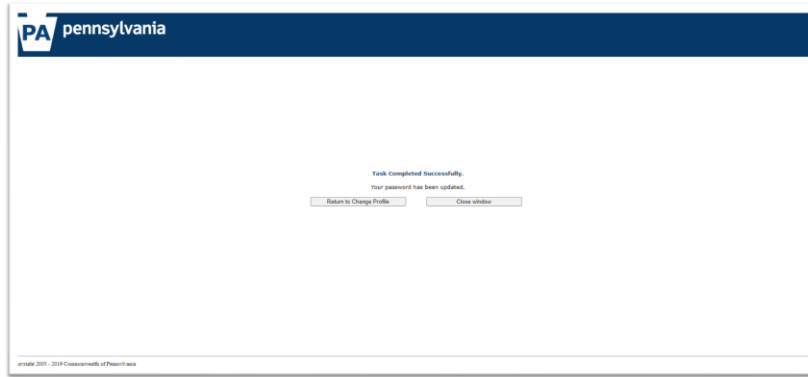
The footer of the page reads 'copyright 2005 - 2019 Commonwealth of Pennsylvania'.



6

Business Partner: Change Password

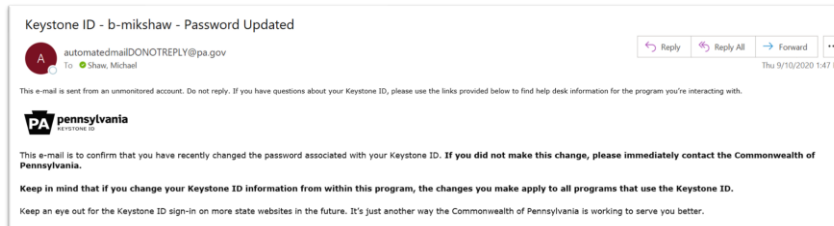
View confirmation page and close window.



7

Business Partner: Change Password

You will receive an email informing you that your password was changed.



8