



How to Change Your Password

Use the password of protected, (all small letters). Once you have signed into the eBilling system you will need to do the following:

1. Click on MY PROFILE tab
2. Remove the •••••••• from the password box and key in the Password that you want to use.
3. Click on UPDATE (at bottom of page), this will change your password to the one that You just keyed in.
4. Log out of the system and sign back in using your USER ID and your New Password.
If this does not work, please enter your User ID and click on “Forgot User Password” to send an email to the ebhelp@sgprc.org so an IT staff can reset your password to protected.

Note: Your password will still expire in 90 days from the date you have changed it.