



VANUATU

ELECTRONIC SINGLE WINDOW SYSTEM PROJECT

How to change password on the Vanuatu Electronic Single Window (VeSW) system at first login

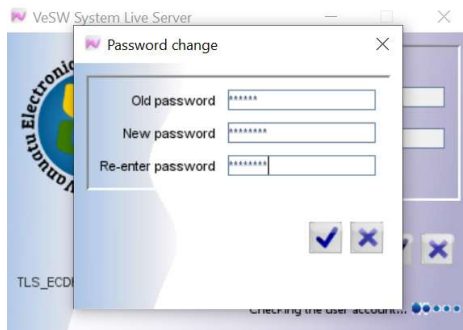
The following instructions are to enable the VeSW Users to change their password at first login.

Process:

1. When you first successfully login to the VeSW system, it will ask you to change your password with a **“Password expired”** message as shown below.



2. Click on the tick (✓) as shown above. A **“Password change”** window will open as shown below requiring you to enter your old password which is given by the Administrator and to enter your new password twice.



3. If your login is successful, you will be taken to the VeSW system.

■ End