1. Go to https://sceispasswordreset.sc.gov/PMUser/ and enter your SCEIS User ID. Click “OK” to log in.

2. Select “My Questions and Answers Profile.”

3. Enter your SCEIS Password and select “Next.”

4. Answer and confirm four security questions of your choice to use when changing your password online. *Note: Answers must follow the policy requirements at the top of the page.*

5. Answer and confirm four additional security questions to verify your identity when contacting the Help Desk; then select “Next.”

6. You will receive a confirmation screen and email message that your Q&A profile was successfully updated.
1. Go to https://sceispasswordreset.sc.gov/PMUser/ and enter your SCEIS User ID. Click “OK” to log in.

2. Select “Forgot My Password.”

3. Answer two security questions and select “Next.”

4. Enter and confirm your new password; then select “Next.” Note: your password must comply with the requirements at the top of the page. You can only change your password once per day.

5. You will receive a confirmation screen and email message that your password was successfully changed.
**SCEIS Password Management**

**Quick Reference Guide: Manage My Password**

1. Go to [https://sceispasswordreset.sc.gov/PMUser/](https://sceispasswordreset.sc.gov/PMUser/) and enter your SCEIS Username. Select “OK” to log in.

2. Select “Manage My Password” from the home page. 
   Note: If you have not yet completed your Questions and Answers profile, this option will not be visible.

3. Enter your SCEIS Password and select “Next.”

4. Enter and confirm your new password, then select “Next.”
   Note: your password must comply with the requirements at the top of the page. You can only change your password once per day.

5. You will receive confirmation that your password was successfully changed.

- Your password was successfully reset
- Notification was sent to your email.