Accessing the Personal Information Menu
To access the Personal Information Menu, perform these steps:

**Instructions**

1. On the Main Menu, click Personal Information. The Personal Information Menu appears.

Changing a Login Verification Question

To **Change a Login Verification Question**, perform these steps:

**Instructions**

2. In the corresponding fields, choose the **New Question** and enter the **New Answer**.

Please remember the exact way in which this new answers is input. This is a case sensitive field.

3. Click **Submit**. The **Personal Information Menu** appears, notifying you that “Your changes were saved successfully.”

It is recommended that you use a personal question for which the answer is only known by you. Note the Answer is case sensitive.