SECTION 3: AKPAY SECURITY
Password Maintenance

INTRODUCTION

The default password given to new AKPAY users should be changed immediately upon receiving the Operator ID. AKPAY passwords may be up to 8 alphanumeric characters in length. The default AKPAY password assigned by the Division of Finance (DOF) will expire after 5 business days if it is not changed.

If you do not remember your AKPAY password or if it has expired, please contact your AKPAY Security Contact to have it reset. Your AKPAY Security Contact will then contact DOF to have it reset for you.

If you don't know who your AKPAY Security Contact is, please contact the AKPAY Security Team at doa.dof.akpay.security@alaska.gov.

PROCEDURE

A. Sign on to AKPAY. On the **991 SIGN ON/OFF** screen (highlighted in **blue**), enter the following:

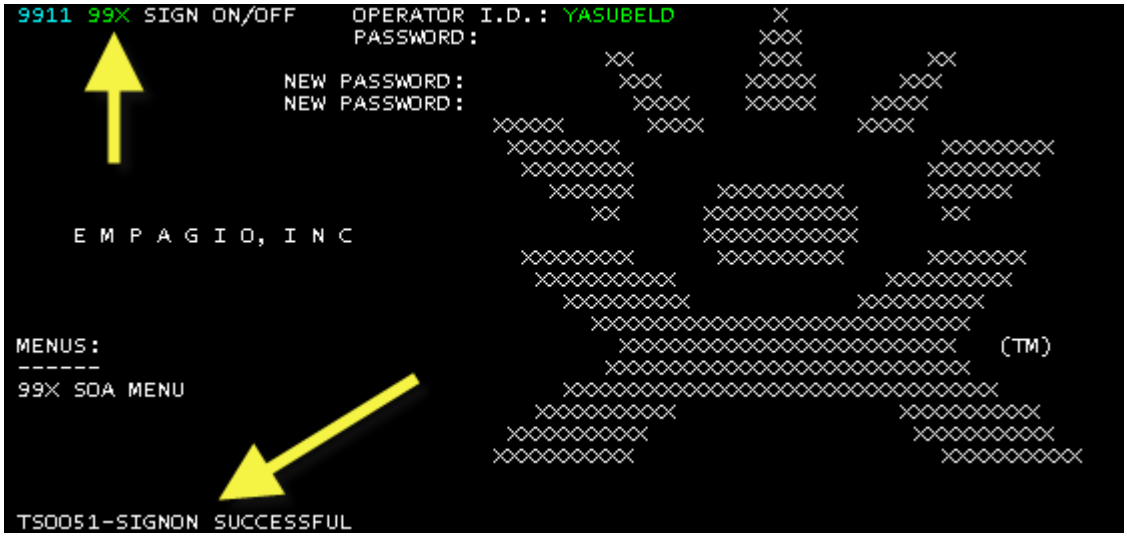
1. **OPERATOR I.D.**: Enter your **OPERATOR I.D.** assigned by DOF.

2. **PASSWORD**: Tab to the **PASSWORD** field. If you are a new user to AKPAY, enter your default password assigned by DOF. Otherwise, enter your current password and press <Enter>.

B. The following should happen:

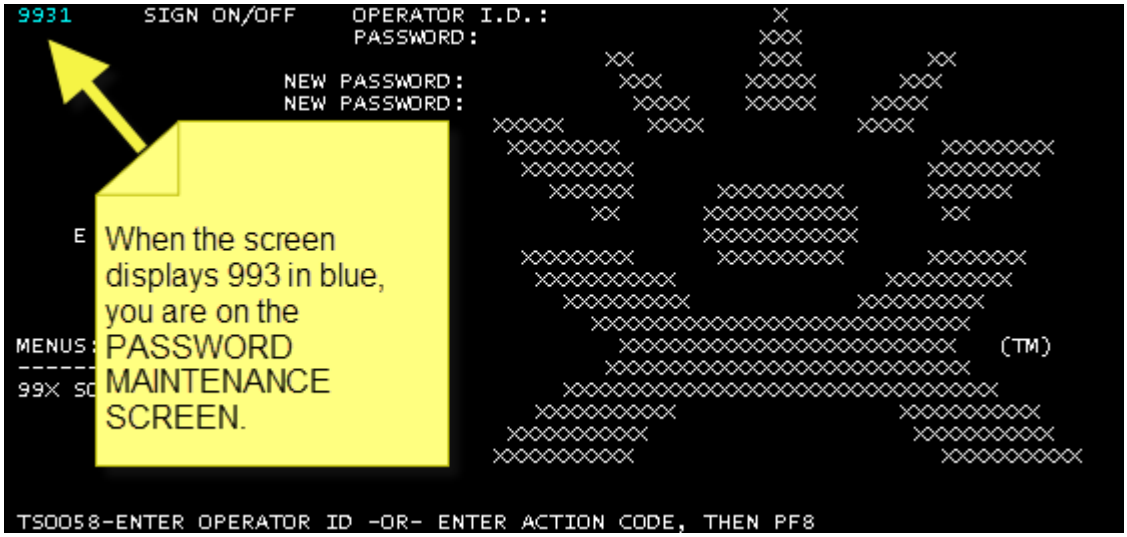
- The message **TS0051-SIGNON SUCCESSFUL** should appear at the bottom of the **991 SIGN ON/OFF** screen.

- **99X** should appear in between **9911** and **SIGN ON/OFF**.



C. Where the screen displays **99X**, enter **993** over the **99X**. Press PF8.

D. When the screen displays **993 in blue**, you are on the **PASSWORD MAINTENANCE SCREEN**. This is the screen that allows you to change your AKPAY password.



E. To change your password, enter the following information:

1. **OPERATOR I.D.**: Enter your **OPERATOR I.D.** assigned by DOF.

2. **PASSWORD**: Tab to the **PASSWORD** field. If you are a new user to AKPAY, enter your default password assigned by DOF. Otherwise, enter your current password and **tab** to the **first NEW PASSWORD** field.

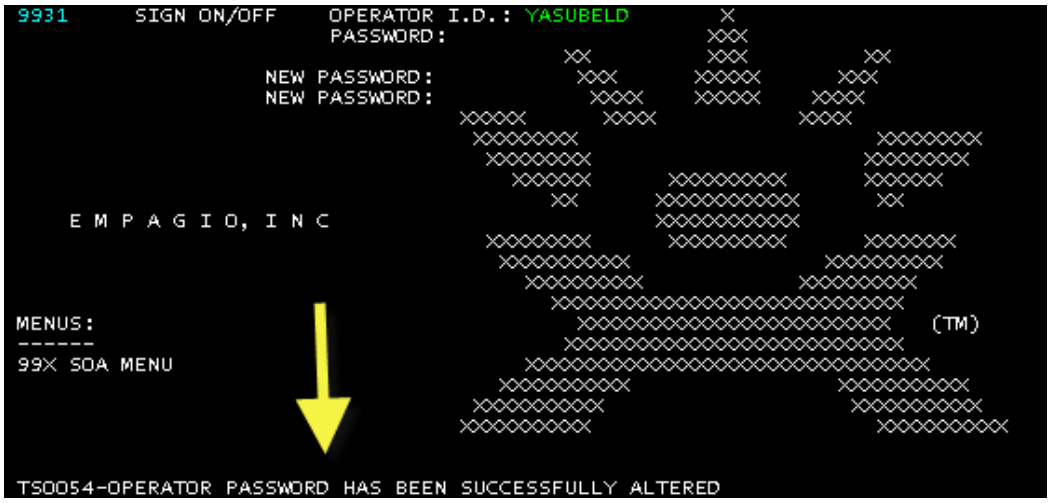
3. **NEW PASSWORD**: Enter your new password, then **tab** to the **second NEW PASSWORD** field.

4. **NEW PASSWORD**: Confirm your new password by entering it again, and then press <Enter>.

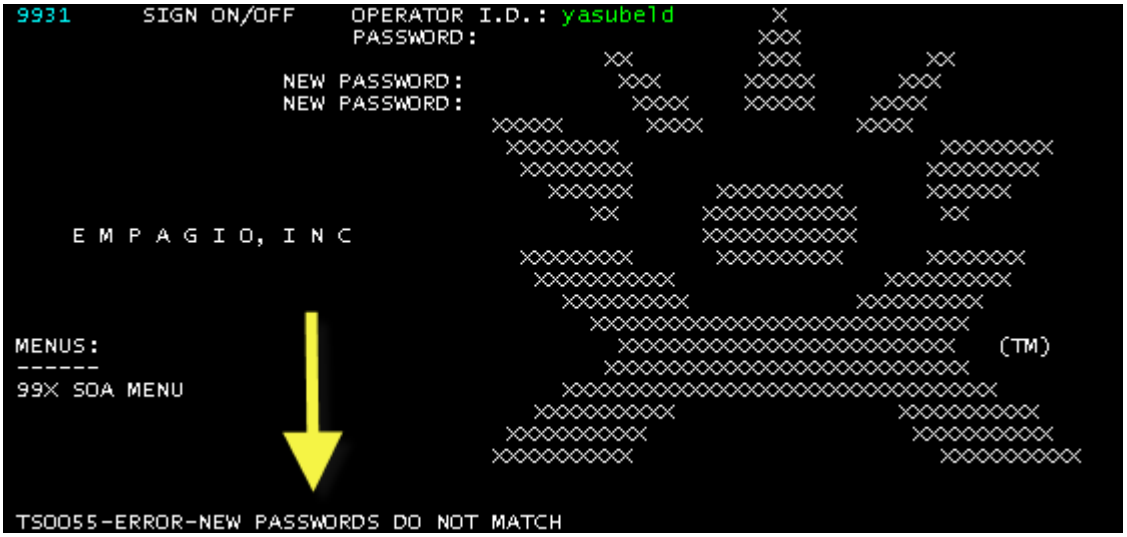
   If the passwords entered in the **first** and **second NEW PASSWORD** fields match, AKPAY displays the following message at the bottom of the screen:

   TS0054-OPERATOR PASSWORD HAS BEEN SUCCESSFULLY ALTERED

   This message indicates you have successfully changed your password.



NOTE: If the passwords entered in the **first** and **second** **NEW PASSWORD** fields do not match, AKPAY displays the message **TS0055-ERROR-NEW PASSWORDS DO NOT MATCH**.



The cursor moves to the **first** **NEW PASSWORD** field. Re-enter your new password in both **NEW PASSWORD** fields and press <Enter>.

If the **OPERATOR I.D.** or **PASSWORD** is entered incorrectly several times, pressing <PF12> to clear the screen may be necessary. Retype all values and press <Enter>.