



How to change an expired password?

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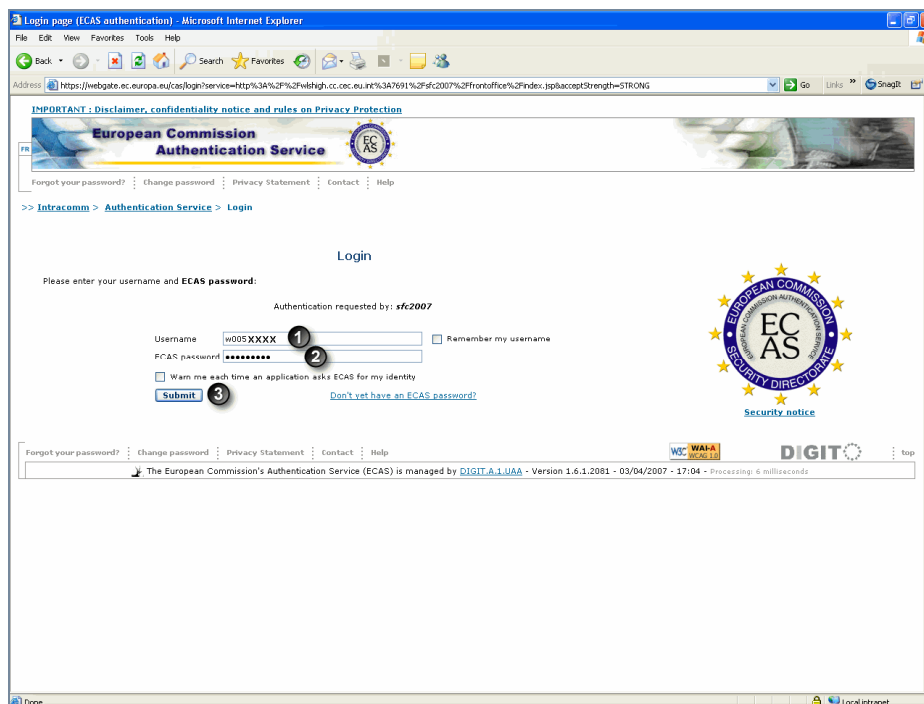
When a password is created, changed or re-initialised, it expires after 90 days, in this case, you see the message:

Your password has expired, please change it. When you try to log into SFC2007. You need then to change your expired password for one of your choice. Here the instructions on how to do this.

1. Access the login screen

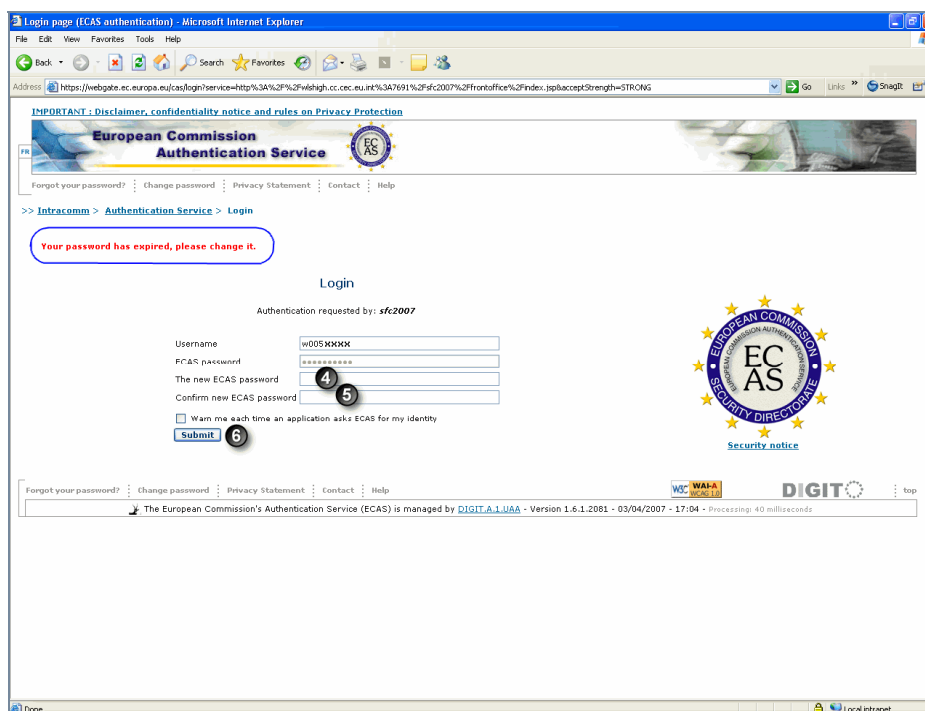
When you connect to the SFC2007 application, you are requested to enter your username and login.

- 1. Enter your username (1) and your actual password (2)
- 2. Click on Submit (3)



The expired password screen appears. You are requested to enter a new password:

Disclaimer: The information contained herein is for guidance only and is a description on how to use the SFC2007 application. There can be no guarantees as to the accuracy of the descriptions due to the evolving nature of the computer system. In no way does this information replace the regulations or could be considered as a legal interpretation of the Commission services.



3. Enter a new password (you are free to enter any new password of your preference) (4)
4. Confirm the new password by entering it again (5)
5. Submit (6)

Your password is now changed. This password will be valid for 90 days. After this delay you'll have to repeat the operation.

2. Rules for creating a new password

Please note the password security policy before choosing your new password:

A password must contain at least 10 characters

At least one capital letter (A B C D E F G)

At least one number (0 1 2 3 4 5 6 ...)

At least one small letter (a b c d e f g h ...)

It expires **90 days** after being changed or (re-)initialised

A changed password cannot be changed again on the same day (within 24 hours after last change)

The last 5 passwords are remembered and cannot be re-used

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Version 1.6 - Last revised: 21/10/2011

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