

# How to Change the Plan Sponsor Password

Our Retirement Center provides secure access to retirement plan related documents. When your account is established, a password is set up. If you need to change your password, use the following process:

Go to [www.portal.kravitzinc.com](http://www.portal.kravitzinc.com). Enter your email address and current password. Click Login.

The screenshot shows the Retirement Center login page. At the top left is the text "Retirement Center" in red. At the top right is "New Participants: [Enroll Now](#)". The main content area has a heading "Welcome! Please Login Here" in red. Below this are two input fields: "Email Address" and "Password". There is a checkbox for "Remember me" and a link "Forgot your password?". A red "Login" button is centered below the fields. At the bottom of the form area, it says "New Participants: [ENROLL HERE](#)" and "Having problems logging in? Call Retirement Center Support at (888) 761-1055".

Click on Change Password next to Upload File.

The screenshot shows the Retirement Center account dashboard. At the top left is "Retirement Center" in red. At the top right is "Welcome, Patty | [Logout](#) [Portal](#)". The main content area features the "AAA" logo on the left and two buttons, "Upload File" and "Change Password", on the right. Below the logo, it says "AAA Professional Group, Inc. Cash Balance Pension Plan" and "Data". Under "Data", there is a date "Dec 24, 2015", a file name "[00004-DCW-12-31-2015.xlsx](#)", and a note: "Request for information needed to complete annual compliance services and calculation of contributions." The "Change Password" button is highlighted with a blue border.

Enter your current password and then your new password. Confirm your password and click Change Password to update your account.

The screenshot shows the Retirement Center "CHANGE PASSWORD" page. At the top left is "Retirement Center" in red. At the top right is "Welcome, Patty | [Logout](#) [Portal](#) [Files](#)". The main content area has a heading "CHANGE PASSWORD" in red. Below this are three input fields: "Old Password:", "New Password:", and "Re-Type New Password:". A red "Change Password" button is at the bottom right. On the right side, there is a box with the text: "Password must be at least 8 characters long and must contain at least 1 number" and a "Password Strength" indicator. The "Change Password" button is highlighted with a blue border.

Once the password has been changed, a confirmation will display in the upper left corner of the screen.

Changed password successfully

### CHANGE PASSWORD

Password must be at least 8 characters

Click on one of the options, Logout, Portal or Files, in the upper right hand corner to navigate from the Change Password view.

Changed password successfully

### CHANGE PASSWORD