

Client Readiness Training

Logging into P3

Content

On this module, we will go over the following topics:

1 [Login and Change Password](#)

Learn how to log into Pennymac's P3 and how to change your password.

 **MODULE DURATION**
5 MINUTES

Scenario: Log In and Change Password

Charlie needs to log into P3 for the first time.

Let's see how Charlie can do this.



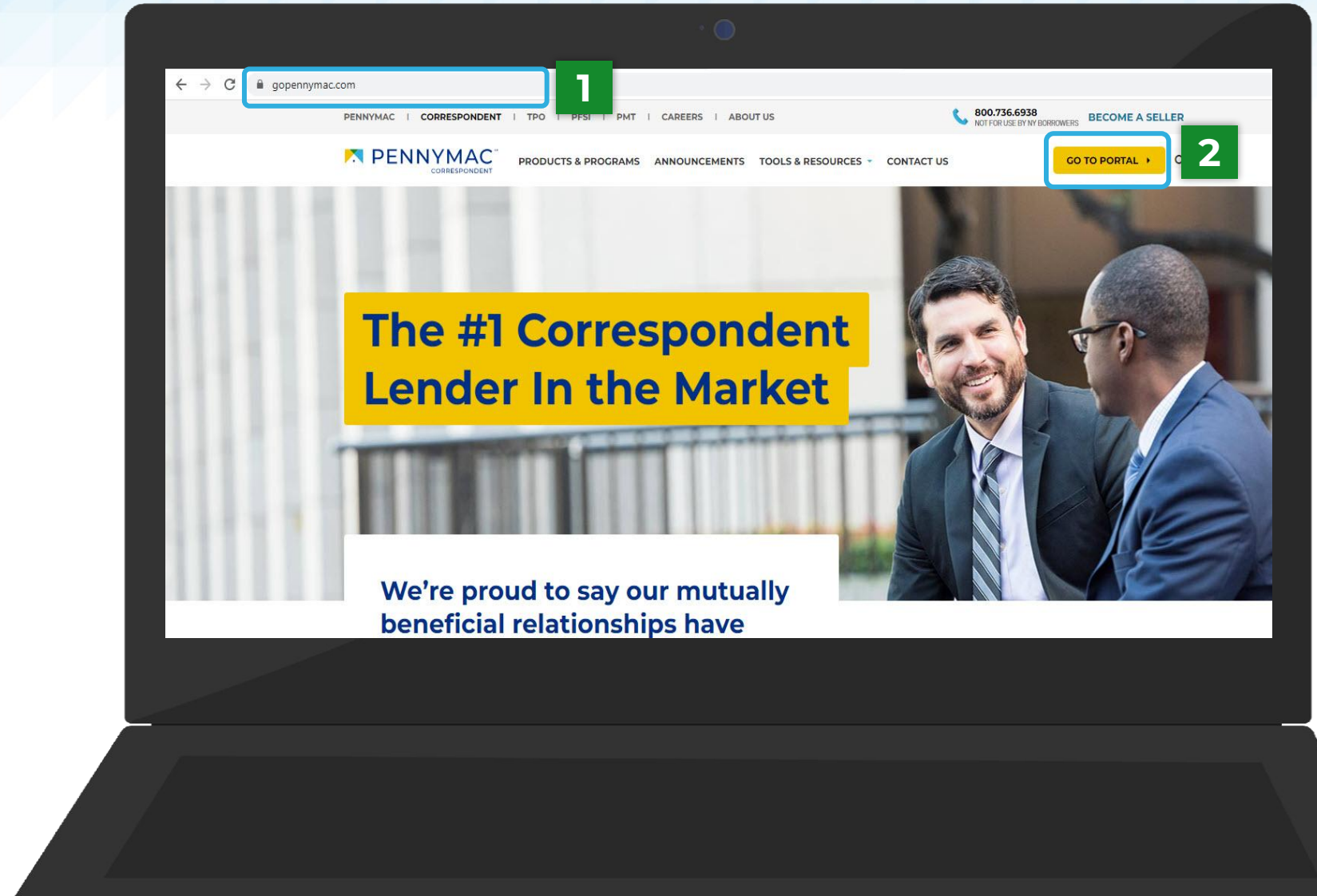
▶ Login and Change Password

Log In and Change Password

1 Navigate to ***gopennymac.com***.


2 At the top right of the page, click ***Go To Portal***.


i For new users, before performing the following steps, check your email for access credentials.



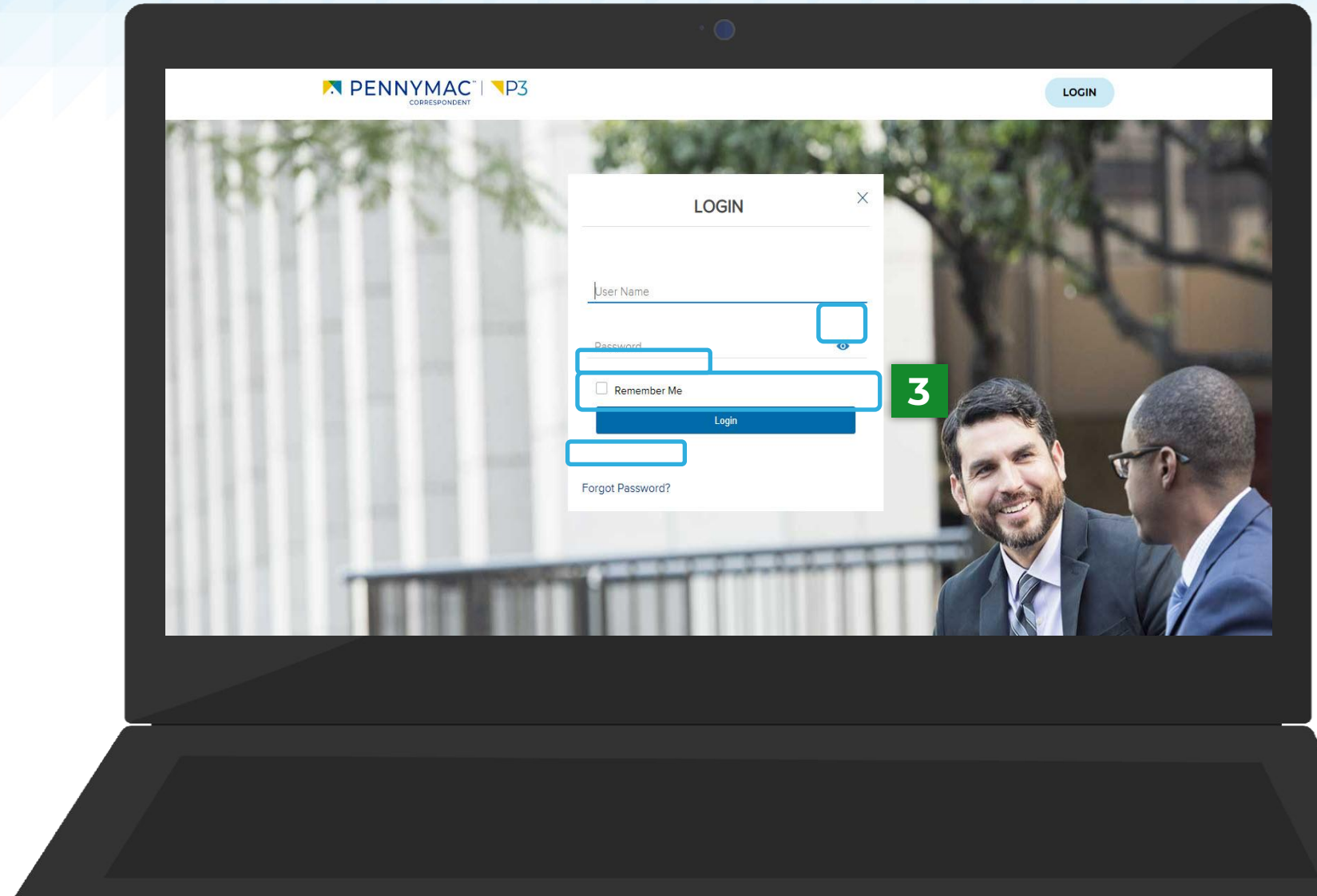
Log In and Change Password

3 Once the login screen displays, enter your username and temporary password provided and click the **Login** button.

i Click the **View** icon  if you would like to see your password to correct any mistakes.

i Click the **Remember Me** button  to save your login name. Password will not be saved.

i Click the **Forgot Password** link to reset your password using your account email.



Log In and Change Password

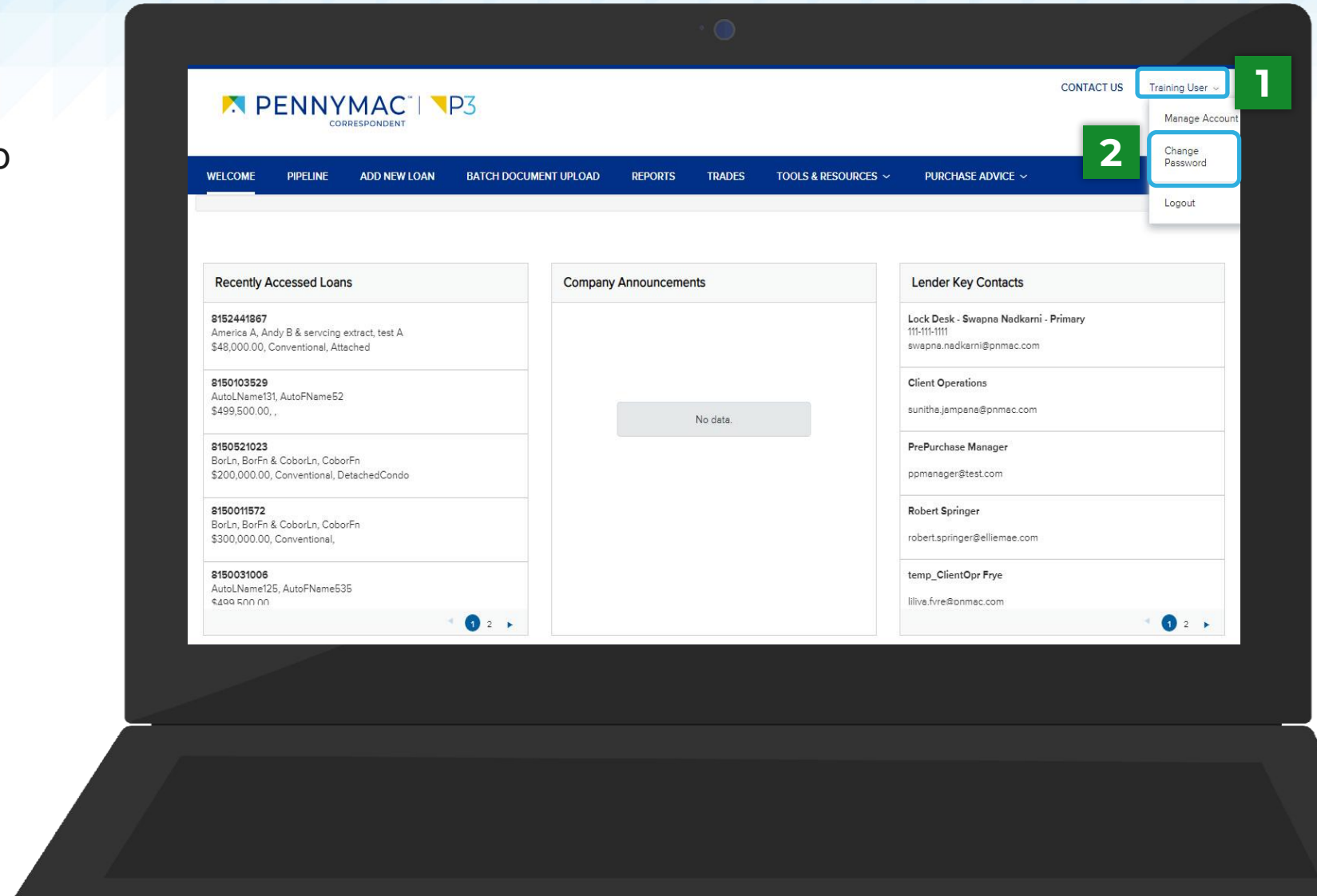
Once in P3, follow the next steps to change password:

1 In the upper right hand corner of the website click on the drop-down **Your User Name** menu.

2 Three options display:

- Manage Account
- Change Password
- Logout

Click on **Change Password** button.



Log In and Change Password

3 Insert the **current password**.

4 Insert a **new password**..

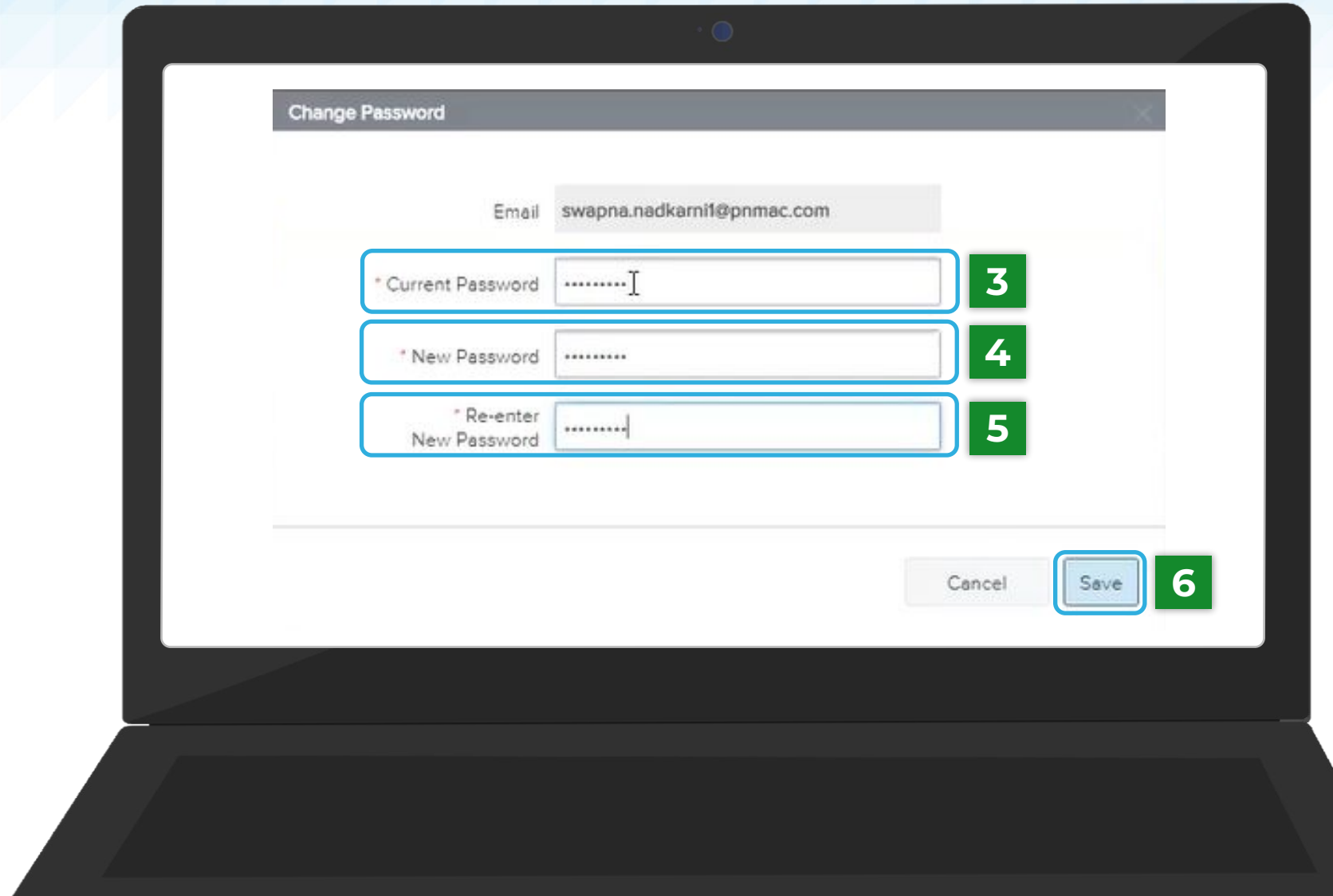
i It should be different from the current password.

5 Re-enter your **new password**.

6 Click the **Save** button..



A small window will open to confirm you have successfully changed your password.



Log In and Change Password

Password Rules

When setting up your new password, there are some rules that need to be taken into consideration. Let's go over them!



Characters

8 Characters Minimum Password Length.



Must have

- 1 Number
- 1 Special Character



Expiration date

Password expires every 60 Days

Learning takeaways from this case:

- ✓ Understanding of how to access the P3 portal.
- ✓ Understanding of how to login and change your default password.
- ✓ Understanding of password rules.



**THANK
YOU!**

