Admin: Log into your MaX CommPortal Web at: https://momentum.uccommportal.com
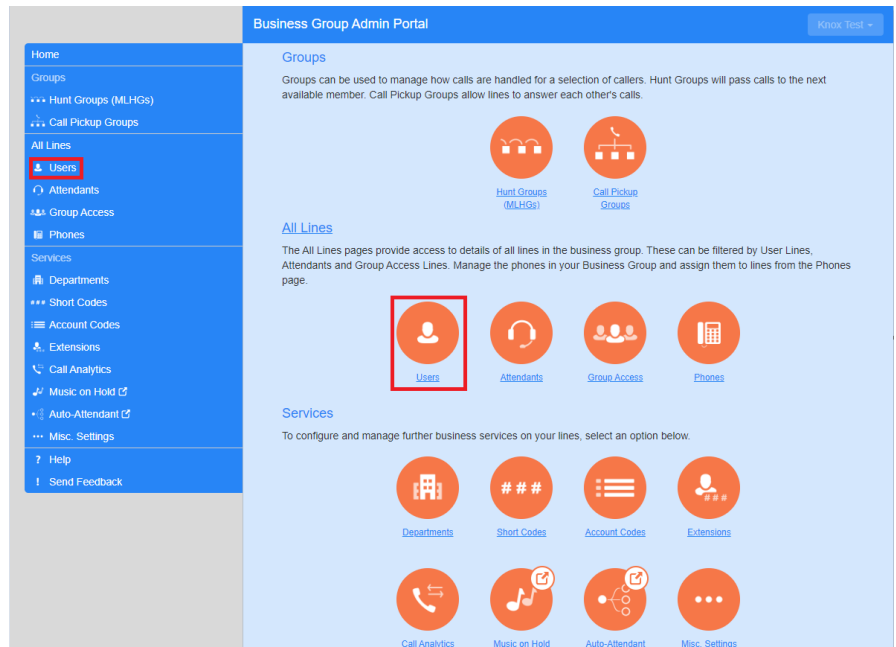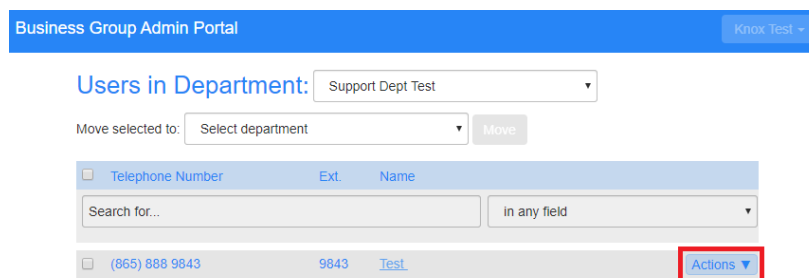
If you have forgotten your password, check with your IT department, System Admin, or contact the service provider for assistance.
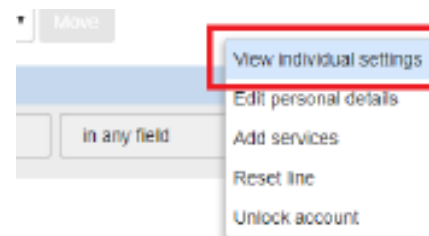
Once logged in, navigate to **Users**.

Select the **Actions** drop-down adjacent to the telephone number of the user requiring a change.
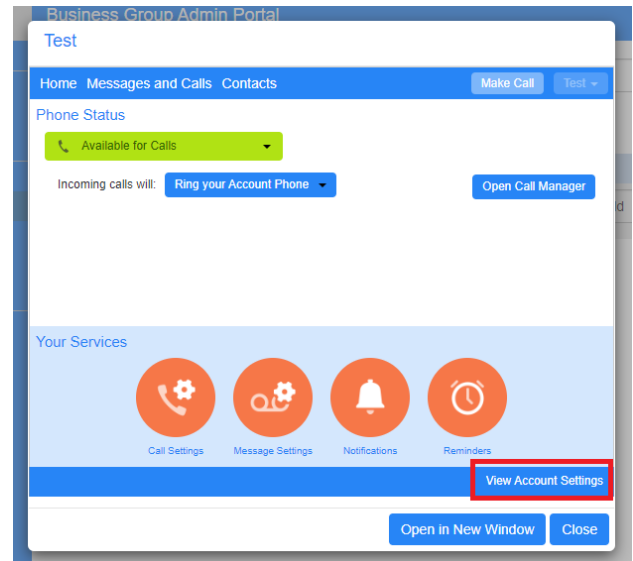

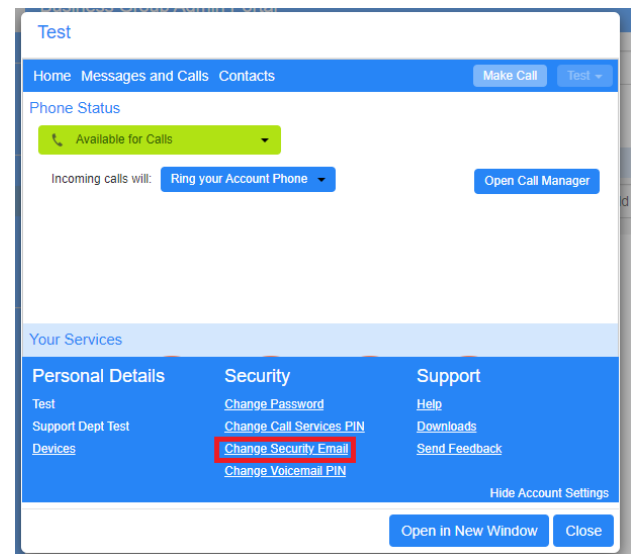In the drop-down, select **View individual settings**.

A new dialog for managing the selected line displays.

Select **View Account Settings**.

Select **Change Security Email**.

Enter the new email address to be associated to the line.
Select **Confirm** to save the change and exit the dialog.