

## How To Guide Change Email, Password or Update Profile Information

1. Navigate to the MyPDESuite website <https://www.mypdeapps.pa.gov> , click Profile on the Login Screen:

**MyPDESuite Application Login Screen**

Welcome to the application login screen to access your personalized account.

If you are a citizen and have an existing account, enter your Username and Password. If you are a Commonwealth employee, please insert the appropriate domain name in front of your username (example: **cwopausername**).

Username:


Password:

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If you are a citizen and do not have an account, please click on the Register link to register for a new account.

[Register](#) | [Forgot Password](#) | [Profile](#)

2. Login to your account:

 **pennsylvania**  
STATE OF INDEPENDENCE

[Login](#) [Register](#) [Forgot Password](#) [Update Account Information](#)

## WELCOME

You have reached the universal login site for the Commonwealth of Pennsylvania. It will allow you access to many sites within the Commonwealth. In order to login click the Login link on the top of this page.

Username:

Password:

## How To Guide

- The Edit User screen will appear. Make the necessary changes and click update:



### Edit

Make the appropriate changes to your User Profile and click the update button to save your changes.

Name Prefix:	<input type="text" value="None"/>
First Name:	<input type="text" value="Annabelle"/>
Last Name:	<input type="text" value="Chihuahua"/>
Name Suffix:	<input type="text" value="None"/>
User Name:	<input type="text" value="AnnabelleChi"/>
Company:	<input type="text"/>
Title:	<input type="text"/>
Address1:	<input type="text" value="1 Doq Lane"/>
Address2:	<input type="text"/>
City:	<input type="text" value="Harrisburg"/>
State:	<input type="text" value="PA"/>
Zip:	<input type="text" value="17011"/>
Phone:	<input type="text"/>
Fax:	<input type="text"/>
Email Address:	<input type="text" value="AnnabelleChi@gmail.com"/>

Make necessary updates and click update

Leave password fields blank if you do not want to change your password

- The password must pass these rules:
- Must be between 8 to 128 characters in length.
  - Do not include any of your user name, your first name, or your last name
- The password must pass 3 out of 4 of these rules:
- One uppercase letter.
  - One lowercase letter.
  - One numeric number.
  - One non-character (such as !, #, %, ^, etc).

Password Strength: Invalid

Password:	<input type="text"/>
Confirm Password:	<input type="text"/>

If you ever lose your username or password we will ask you the following question, and need to receive your given answer, to confirm your identity. Please use a question that you will be sure to remember.

Question:	<input type="text" value="yes"/>
Answer:	<input type="text" value="no"/>

\* Denotes a required field.