# Procedures to Change Member Password

When changing your member password, you are going to generate an encrypted password and send the encrypted password to webmaster to update the password file. Below are the steps.

1. Go to the following website to generate your encrypted password: home.flash.net/cgi-bin/pw.pl
2. The webpage looks like what follows.

# .htpasswd Content Generator

Top of Form

Enter Username : 

Enter Password to be encrypted: 



1. Enter your username in the username field. DO NOT CHANGE YOUR USERNAME.
2. Enter your new password in the "Enter Password to be encrypted" field.
3. Press the "Encrypt" button.
4. The generator will return something like the following.

# The .htpasswd file should contain

**JYancey:ptJRN59kbSm2k**

Highlight the line, COPY it and then PASTE it into the .htpasswd file.
Each username:Passwd combination should have it's own line in the .htpasswd file.

[**Encrypt another?**](http://home.flash.net/cgi-bin/pw.pl)

[**Go Back**](http://home.flash.net/howto/pwprotect.html)

1. You will select the line that begins with your user name by placing your mouse at the beginning of the line and holding your left button down and moving to the end of the line. The line will become highlighted.
2. Press CTRL + C to put a copy of it in your clipboard.
3. Open your email and put your cursor in the body of the email.
4. Press CTRL + V to paste the line into your email.
5. Send the email to the webmaster at webmaster@parkerwillow.com with the words Password Change in the subject line.
6. She will respond to you with an email once the change has been made.