

TOAST PAYROLL & TEAM MANAGEMENT  
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## Toast Payroll: Change Employee Username and Password

Learn how to change your username and password in your Personal Profile.

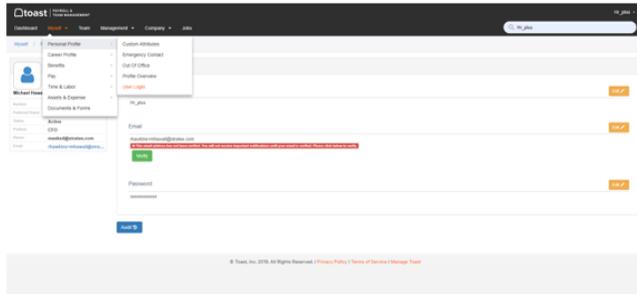
**Spend less time processing payroll with a fully integrated solution.** Get a demo of Toast Payroll & Team Management ([https://pos.toasttab.com/payroll-demo-request?utm\\_source=toast-central&utm\\_campaign=tc-article-payroll](https://pos.toasttab.com/payroll-demo-request?utm_source=toast-central&utm_campaign=tc-article-payroll)).

Request a Toast Payroll Demo

### Change your Username/Password

To change your username or password:

1. Go to [payroll.toasttab.com](https://payroll.toasttab.com) (<https://payroll.toasttab.com>). Navigate to the **Myself** tab > **Personal Profile** > **User Login**



2. Once you've arrived at the User Login page you can change: Username, Email, and Password by clicking the yellow **Edit** button located to the right of the field. 
3. After you've clicked the **Edit** button, enter in the new information and click the green **Save** button or click the **Cancel** button to navigate away from making or saving any changes.

**Note:** When changing your password, you will be prompted to enter your current password and your new password twice. Keep in mind that the password is case-sensitive and must be strong. To create a strong password, you must use the following criteria:

- NOT be a password you have used in the past
- NOT be part of your Username (Example: Username SDemo could not have a password of SDemo123\$)
- Be at least 8 characters long
- Include at least 1 upper case letter, 1 lower case letter, 1 number, and 1 symbol
- Include at least one of these symbols: @, #, \$, %, ^, &, !

A confirmation email will be sent confirming a password change.

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