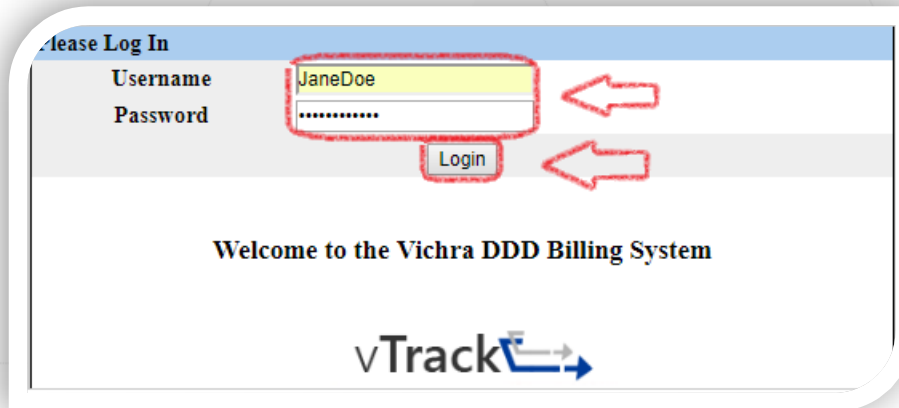


Accessing Your vTrack Portal

1. **Navigate to your vTrack URL in your internet browser**
 - Enter-> Username and temporary password
 - Click-> Login




Please Log In

Username JaneDoe

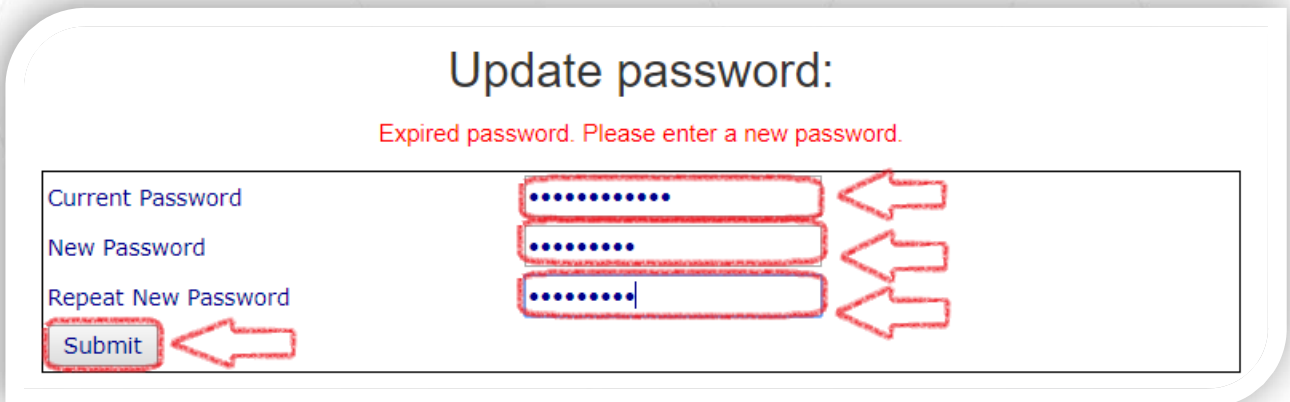
Password

Login

Welcome to the Vichra DDD Billing System

vTrack 

2. **You will automatically be re-directed to change your password**
 - Enter-> Temporary password
 - Enter-> New password
 - Enter-> Repeat New password
 - Click-> Submit



Update password:

Expired password. Please enter a new password.

Current Password

New Password

Repeat New Password

Submit

Please note, your password must be at least 6 digits



3. If your new password entries do not match

- You will get the following error
- Re-Enter-> New and Repeat New Password fields again
- Click-> Submit

Update password:

Expired password. Please enter a new password.

| | | |
|---------------------------------------|--|--------------------------|
| Current Password | <input type="password" value="....."/> | |
| New Password | <input type="password" value="....."/> | |
| Repeat New Password | <input type="password" value="....."/> | Passwords do not match ← |
| <input type="button" value="Submit"/> | | |

- Success! Your password has been updated

Update password:

Success! Password updated. ←

| | | |
|---------------------------------------|--------------------------|--|
| Current Password | <input type="password"/> | |
| New Password | <input type="password"/> | |
| Repeat New Password | <input type="password"/> | |
| <input type="button" value="Submit"/> | | |

****For additional support, please contact us at vTrack@Vichra.com****

