INDIANA EBT QUICK REFERENCE: New AT User Set-up & Management

SCREEN(S)	STEPS
INITIAL SET-UP: Go to following URL in Internet Explorer https://eppic.fssa.in.gov:55732/inebtmanage/	 Enter the AT User ID and temporary password emailed to you. Click LOGIN button
User Password Change User Password Change Your password has expired, please change your password. Old Password New Password Confirmation:	 Enter your temporary password as Old Password and create a New Password Click CHANGE button Passwords must follow these rules: Eight (8) to sixteen (16) characters. Must be a least one of each type: alphanumeric uppercase (A), alphanumeric lowercase (a) and numeric (1) Only the following special characters are allowed: ? ! : ; , " ' # \$ % * A new password cannot be the same as any of the past six passwords used Passwords must be changed every 30 days User lockout after 3 incorrect attempts
User Profile User Profile Security Question Security Answer WHAT CITY WERE YOU BORN? Confirm Security Answer WHAT CITY WERE YOU BORN? Image: Confirm Security Answer WHAT CITY WERE YOU BORN? Image: Confirm Security Answer WHAT IS YOUR FARST MADEN NAME? Image: Confirm Security Answer WHAT HIGH SCHOOL DID YOU ATTEND? Image: Confirm Security Answer WHAT WAS YOUR FIRST PETS MAME? Image: Confirm Security Answer WHAT CITY WERE YOU BORN? Image: Confirm Security Answer Image: Confirm Security Answer Image: Confirm Security Answer	 After setting a New Password, the new AT user will choose and answer a Security Question to use if the password is forgotten Choose a Security Question from the drop-down menu PLEASE NOTE: You will need to remember which Security Question you chose if you forget your password Type a Security Answer for future use Re-type the Security Answer Click SAVE button



Changing Your Password User Profile Password Change Log out	 To change your password (required every 30 days), click Password Change on the main menu Follow the same procedure as changing password after first log-in (see page 1)
Forget Your Password?	 Click Forgot Password? link on Login screen, and you will be taken to the Security Question screen
Security Question Please enter your UserId to retrieve your Security Question. User Id Submit Cancel	 Enter User ID Click Submit button
Security Question Security Question Please select your selected security question and provide your security answer. User Id LAVANYA1 Security Question Security Question WHAT CITY WERE YOU BORN? Submit Cancel	 Choose your Security Question from the drop-down menu Type the Security Answer you used when you set up your profile

