

CME Fee Systems Portal

Change Password Page



The Change Password page allows you to change your CME Fee Systems Portal password.

- Enter your current password.
- Enter a new password in the New Password field and then enter the same password again in the field below to confirm your selection.
- Once the current and new password fields have been filled in, click the Change Password button to submit the change. If the current password is incorrect, the new password has not been entered exactly the same in both fields, or the new password does not meet the requirements noted in the Password Tips section on the following page, you will receive an error message and will have to re-enter the information.

- The **Fee Systems Menu** link will bring you back to the list of fee system applications.
- If you were prompted at log-in to change your password, you will not have access to the **Fee Systems Menu** link.
- The **Reset** link will clear the screen of the current text in the fields.

CME Fee Systems Portal

Change Password Page



Password Tips

All CME Fee System passwords must:

- Be at least eight characters or longer
- Not contain any part of the user id (or the user id reversed)
- Not contain any part of the following words
 - cme
 - mercantile
 - chicago
 - password
- Not be a password used within the last calendar year
- Not contain three of the same characters in a row
- Not be finger walk across the keyboard e.g. "12345678" or "asdfghjk"
- Not be the same password as someone else in the firm you are associated with

Other Fee System User ID/password features include:

- Password expirations are set to ninety days, at which time the password **must** be changed.
- There will be a ten-day advance notification that your password will expire. This notice will appear everyday until the password is changed. During the ten-day notification period the password change is optional, however, on or past the ten day notification period access to any fee system will be denied until your password is changed.

cme Chicago Mercantile Exchange

Fee Systems Portal Change Password

**A Password change is recommended.
Your password will expire in 5 days.**

User Id : PCOSTA

Current Password :

New Password : (optional)

Re-enter New Password : (optional)

[Reset](#) | [Help](#)

Copyright © 2006 Chicago Mercantile Exchange. All rights reserved.



- Your account will become disabled if there have been three failed log-in attempts; you will be prompted to call CME's Firm Support Group at 312-930-3444 to reset your account. Access to all CME fee systems will be disabled until your account is reset.
- You will have the ability to change your password at any time, even while your current password is still active.
- As a new user, the first time you log-in you will be prompted to change your password. You will not be able to enter the system until your password has been updated.