

Updating Your Password in CVR

1. ***IMPORTANT*** After updating your password in the instructions below, you should exit out of the Illinois EVR program completely and log back in to continue. Three invalid login attempts will result in your User ID/Password being revoked.
2. Unless you are an experienced CVR user, do all of the following with the assistance of CVR Central Support.
3. Go to the Communication Tab from the left sliding menus.



4. Select the Password Update Icon.
5. In the window that displays, enter:
 - CVR User ID
 - Your Old Password
 - Your New Password

Then click **OK**.

****If you do not know your User ID or Old Password, call CVR Central Support at 1-800-333-6995 to retrieve your User ID, and/or have your password reset. When reset by the helpdesk, your Old Password will be: 1TIME****

****Your new password must be between 6-8 characters long and have combination of at least one letter, and one number in it****

6. Retype your new password as indicated in the box:

7. Click **OK**, and a prompt will let you know your password has updated. ***Log out of the Illinois EVR program and log back in once again***
8. With your password updated, run a test transaction/transmission to verify a successful password update. This could be an inquiry, title & registration, or even accessing the Illinois Inventory Program (CIM).