



SICPATRACE initial login and change password (all users)

You will receive an automated email when your account is set up. It includes your username and a temporary password.

Your username is usually your first initial and last name, but may be longer for those of us with shorter surnames so as to meet minimum length requirements.

If you do not like your username, please email Customer Support after your initial login and a new username can be set up according to your preference.

If you do not like your surname, please advise your parents or spouse.

It is good practice to have a back-up for placing stamp orders, so please advise if another person at your site (name, phone, and email) should also be set up.

Once you login, you will be asked to set a new password with at least 10 characters, including at least one each of uppercase, lowercase, numeral, and special.

7 Steps

Created by

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STEP 1

Go to login to the state SICPATRACE site

STEP 2

Type your username in the first box

CHIGAN DEPARTMENT OF TREASURY DIGITAL CIGARETTE STAM

Log In

Username

Password

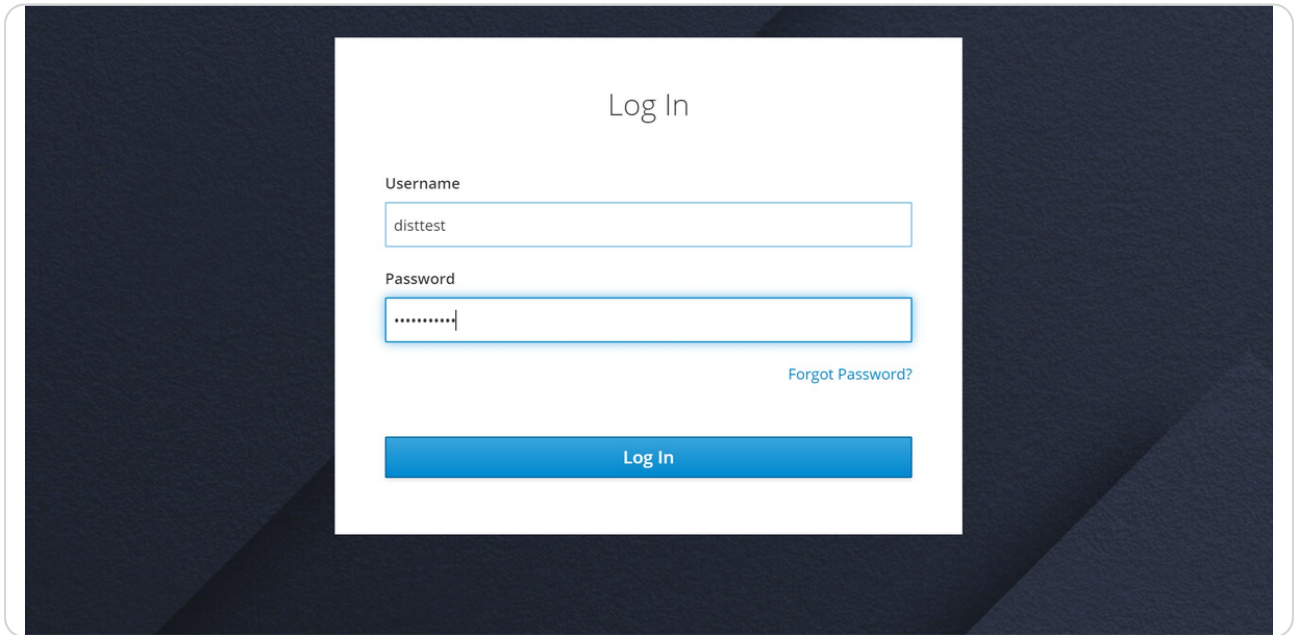
[Forgot Password?](#)

Log In

STEP 3

Type in the temporary password

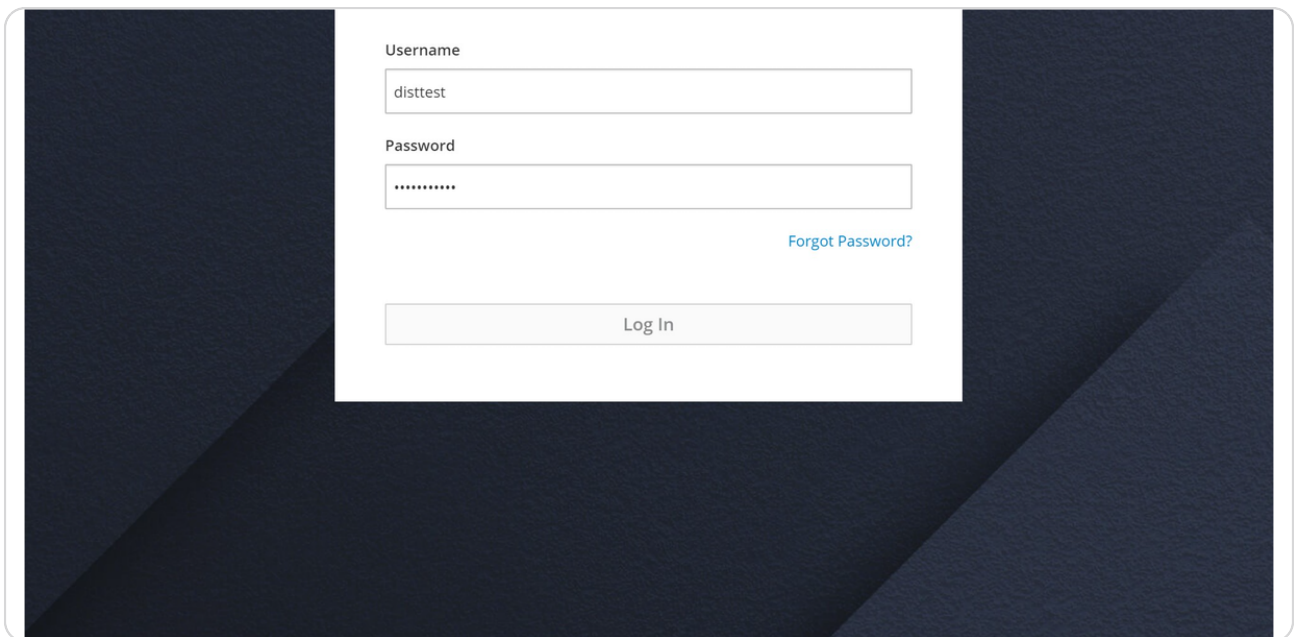
Copy and paste sometimes does not work well.



A screenshot of a login form titled "Log In" on a dark blue background. The form is white and contains two input fields: "Username" with the text "disttest" and "Password" with a masked password ".....". A blue "Log In" button is positioned below the fields. A link labeled "Forgot Password?" is located to the right of the password field.

STEP 4

Click on login

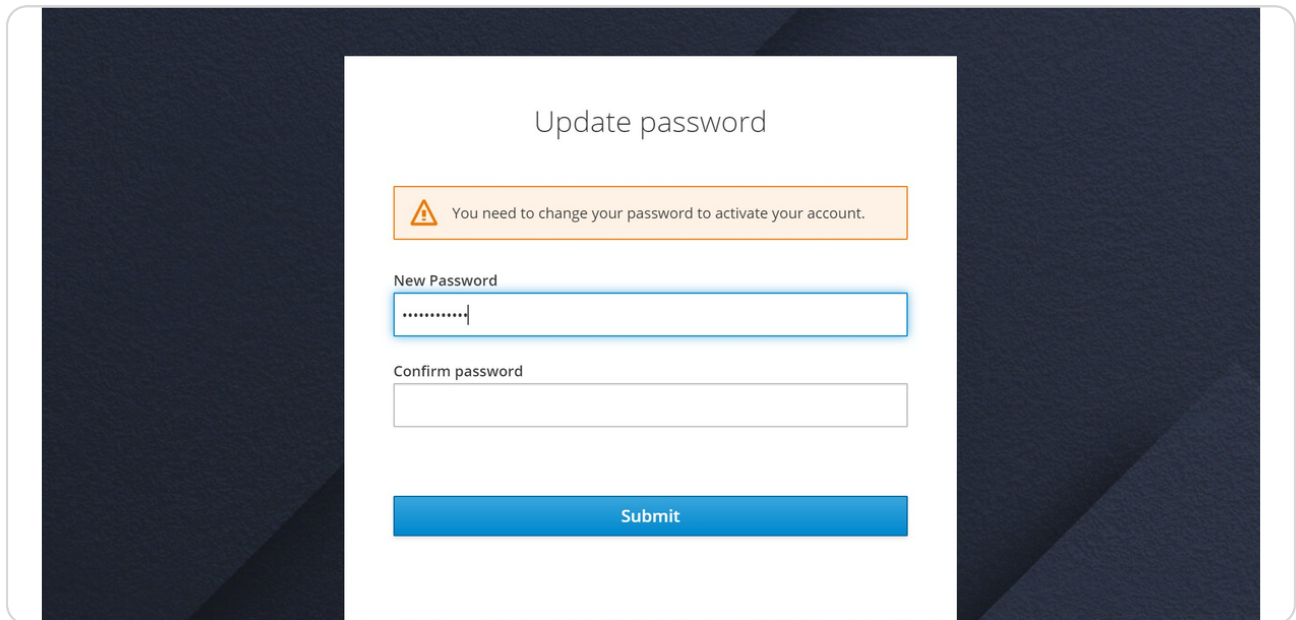


A screenshot of the same login form as in Step 3, but the "Log In" button is now greyed out and disabled. The "Username" field contains "disttest" and the "Password" field contains a masked password ".....". The "Forgot Password?" link remains visible to the right of the password field.


STEP 5

Type your permanent password

Reminder: 10 characters or more, one each at least of uppercase, lowercase, numbers 0-9, and special characters like !@#\$%^&*



Update password

 You need to change your password to activate your account.

New Password

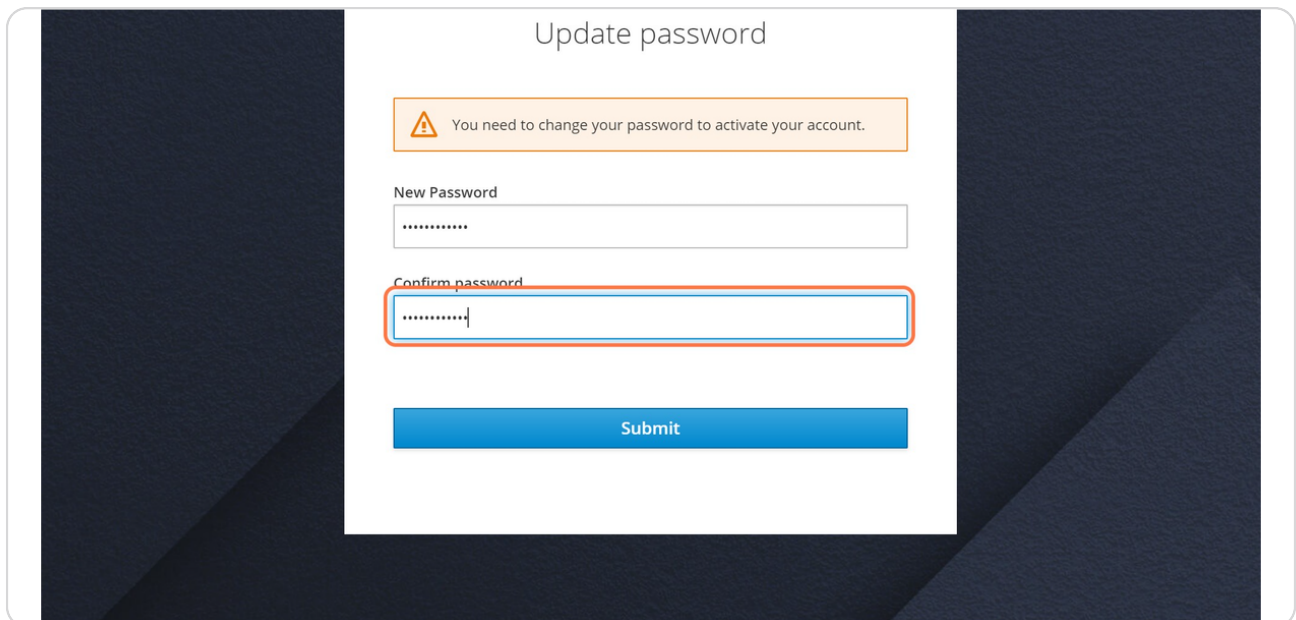
.....|

Confirm password


Submit

STEP 6

Confirm your permanent password by re-typing it



Update password

 You need to change your password to activate your account.

New Password

.....

Confirm password

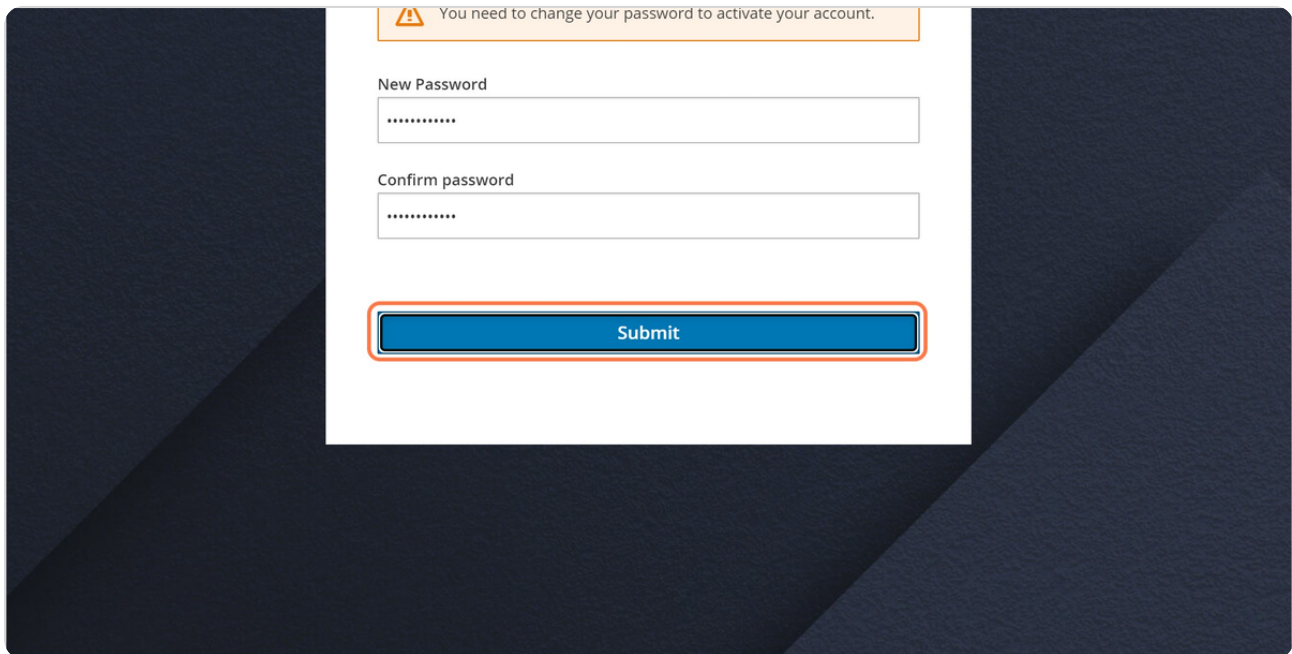
.....|

Submit

STEP 7

Click on Submit

On a successful change you will be logged in to the site. Please see additional training links.



The screenshot shows a web form for password change. At the top, there is a warning message in an orange box: "You need to change your password to activate your account." Below this, there are two input fields: "New Password" and "Confirm password", both containing masked text (dots). At the bottom of the form, there is a blue "Submit" button, which is highlighted with a red rectangular border.

