

SWC Client Center Cheat Sheet

Change Your Email Address / Username or Password



Need to change your SWC Client Center username, email address, or password? Here's what you need to know:

Changing your username or email address

To change the email address associated with your SWC Client Center account, or to change your Client Center username, take the following steps:

1. **Log in** to the SWC Client Center from www.SWC.cpa or use the Client Center app on your mobile phone or tablet.
2. **Open** the menu icon in the upper right corner of the screen and select **Edit Profile** (for mobile devices using the app, click the gear icon in the top right corner of the screen).
3. **Highlight** the existing entry in the Email Address (Thomson Reuters ID) box as shown on right > (for mobile devices using the app, click **Account Information**).
4. **Type** the new email address you want to use or your Thomson Reuters ID.
5. Press the **Save** button.

Changing your password

To change the password associated with your SWC Client Center account, take the following steps:

1. **Log in** to the SWC Client Center from www.SWC.cpa or use the Client Center app on your mobile phone or tablet.
2. Open the **menu icon** in the upper right corner of the screen and select **Edit Profile** (for mobile devices using the app, click the gear icon in the top right corner of the screen).
3. On the left, under Profile, select **Password** as shown on right > (for mobile devices using the app, click **Update Password**).
4. In the Current Password box, **type your existing password** – the one you used to log on.
5. In the New Password and Confirm Password boxes, **type the new password** you want to use. Follow the password specifications on the right side of the box.
6. Press the **Save** button.

If you have any questions about changing the email address / username or password associated with your SWC Client Center account, please contact our office by calling (858) 487-4580 or emailing admin@swc.cpa.