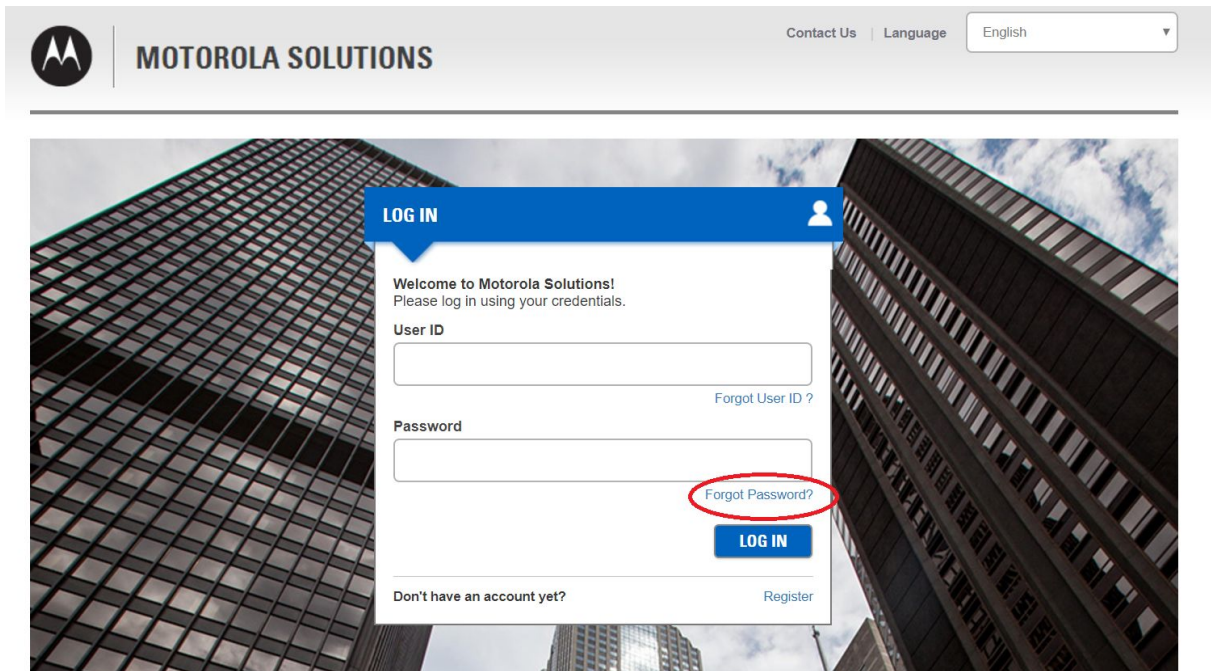


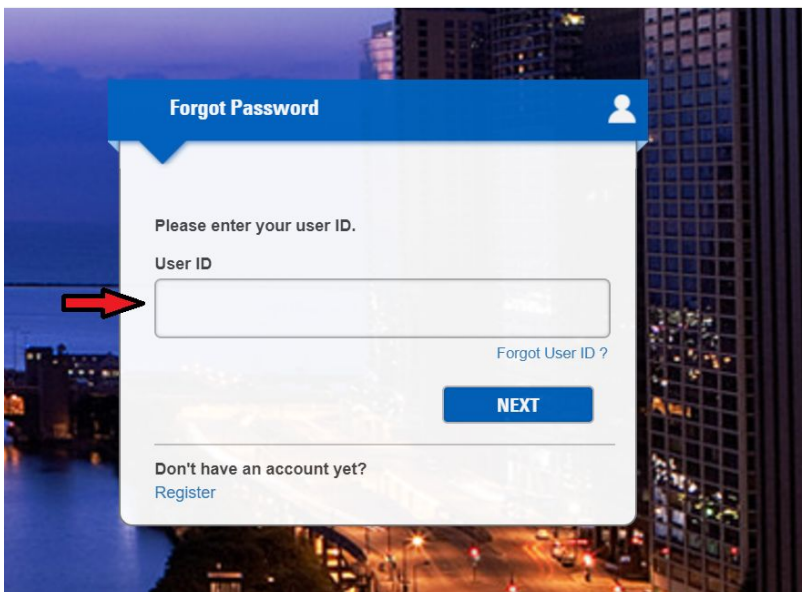


## PASSWORD RESET JOB AID

1. Click on Forgot Password link

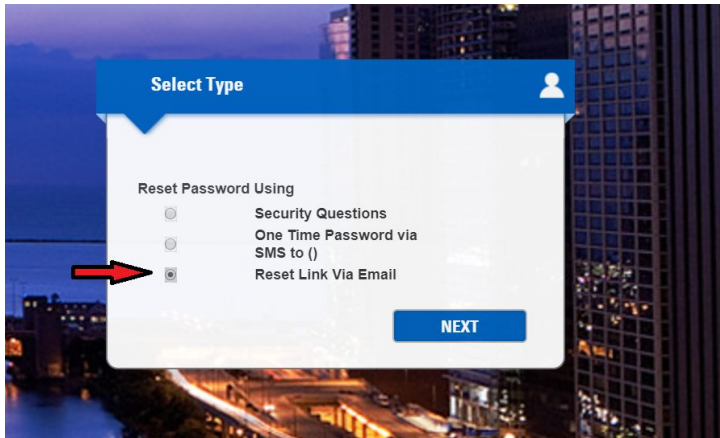


2. Enter in your User ID and then click Next



### 3. Select option for reset

- You can enter in your security questions
- You can have a code sent to your mobile device
- IF you don't have security questions or know the answers, and do not have a mobile number, you can request re-set link to your e-mail address (recommended)



4. An e-mail will be sent to you with password reset link, click on the reset link, and a screen will appear. Enter in your new password

A screenshot of a web form titled 'RESET PASSWORD'. The form includes a blue header with the title and a user icon. Below the header, there is a message: 'Please set up your new password. A confirmation will be emailed to you in a few moments. If you have any questions, please Contact Us.' To the right of this message is a red note: 'Asterisk (\*) fields are required'. The form has three input fields: 'User ID \*' with the value 'adpdev1503@mailinator.com', 'New Password \*' with masked characters, and 'Confirm Password \*' with masked characters. Below the fields is a line of text: 'By clicking Submit, you agree to the Terms of Use.' At the bottom center is a blue 'SUBMIT' button.

5. Click submit and a confirmation window will appear

