FORGOT PASSWORD?
HOW TO RETRIEVE YOUR PASSWORD


2. Click Login in the top right corner.

3. Enter your email address and password, then click Login.

4. Enter the email address for the account you would like to reset the password for. Click Submit.
5. After you click submit (in the previous step), an email will be sent to you.
   - Go to your email account to retrieve the Password Reset email. Below is a sample of what the email will look like.
   - Click Reset Password button to complete the password reset process and create a new password.

6. Enter in the requested information and click Reset Password.
   *Note, valid passwords must consist of at least 7 characters, AND 3 of the following: uppercase letter, lowercase letter, number, or symbol.*
7. Enter your email address and NEW password, then click **Login**.