Self Service Portal Password Reset Procedure

In case you forgot your password, and have already completed the initial setup use the following procedure in order to reset your password.

1. Click the ‘Reset My Password!’ link on the homepage

2. A new window will open prompting for your portal username. Please fill out your portal user ID and press ‘Continue’

3. You will be presented with two questions, randomly selected from the six security questions you setup. Please answer the questions and press ‘Continue’.

4. When you answered the security questions correct the following screen will let you set a new password. Please fill out the password boxes with your new password and press ‘Submit’
5. You have successfully reset your password. Click the ‘Click Here’ link to close the password reset window. You can now login to the portal with your portal username and your new password.