

# Forgotten Password

Forgot your password?

Click **FORGOT PASSWORD** to retrieve your password. You will be required to enter your User Name on the following screen.



Enter User Name to retrieve a password and hit the submit button to have a password sent to you. A new password will be generated by the system. You may change the password if desired once you receive it from the system.



When creating a password, a question was generated to confirm the password. Enter the answer to the confirmation question and press the submit button.



The password will be sent to the email address on file.