Password Reset Instructions
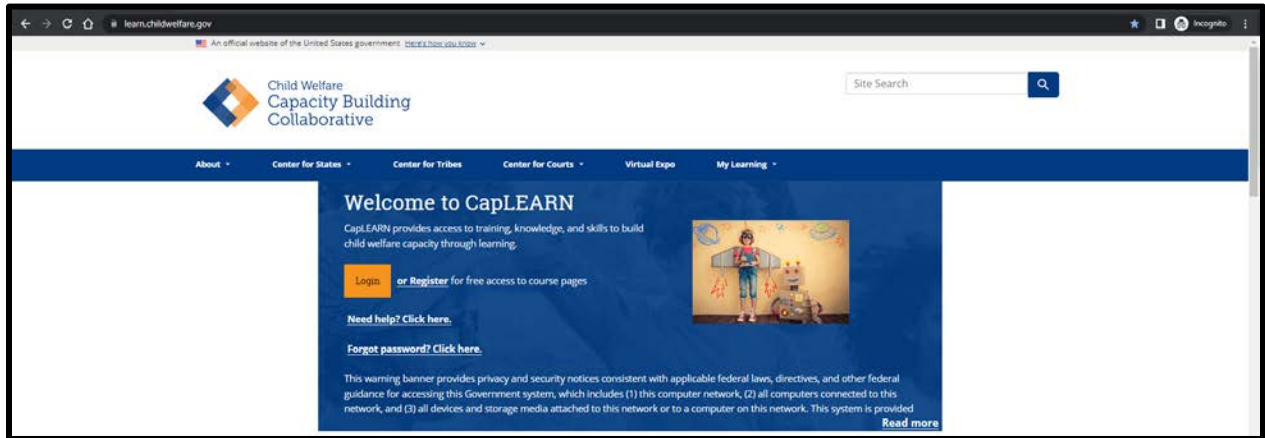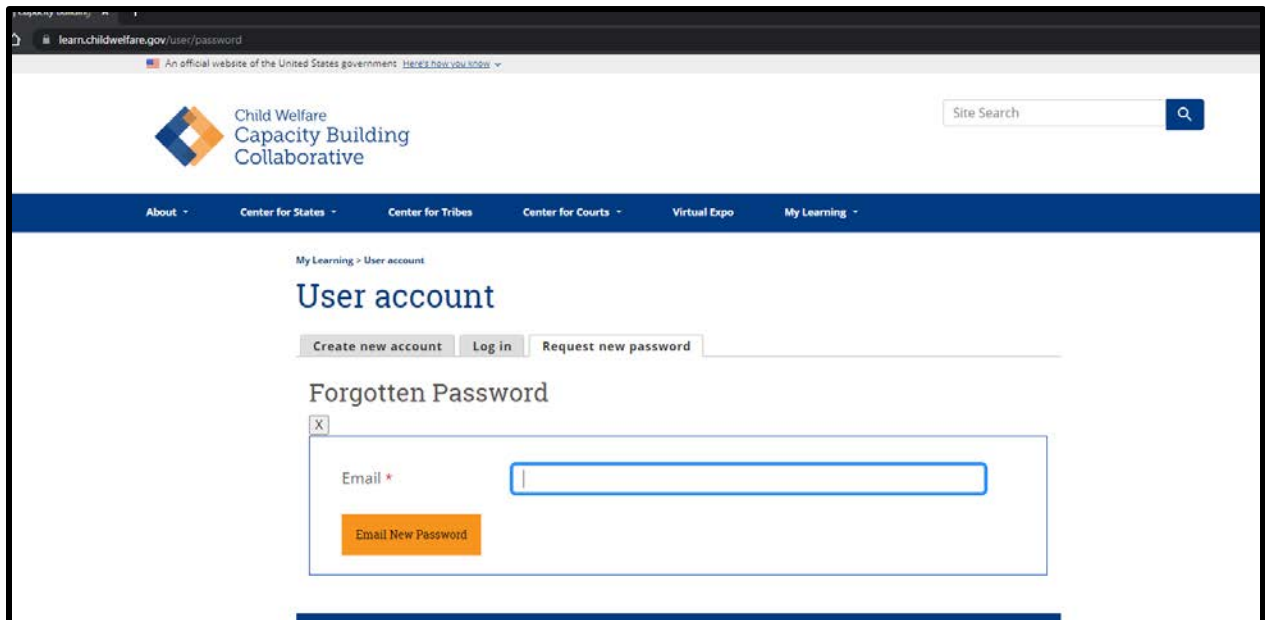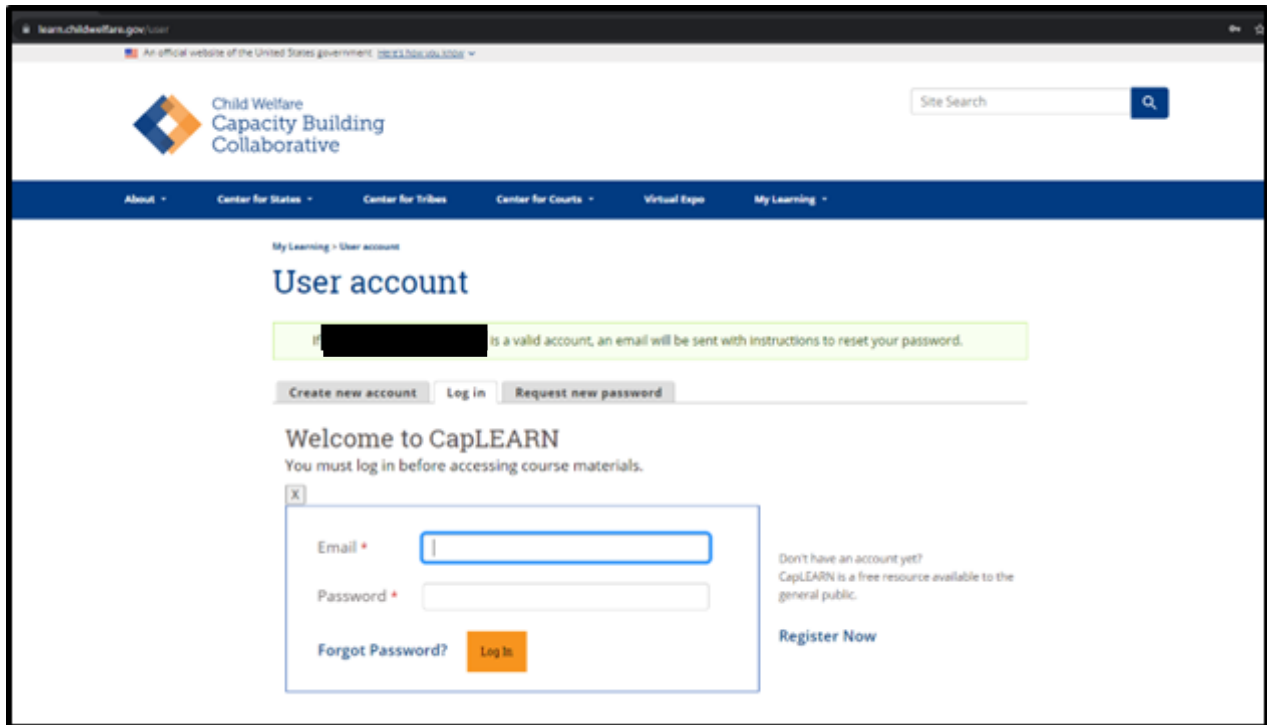
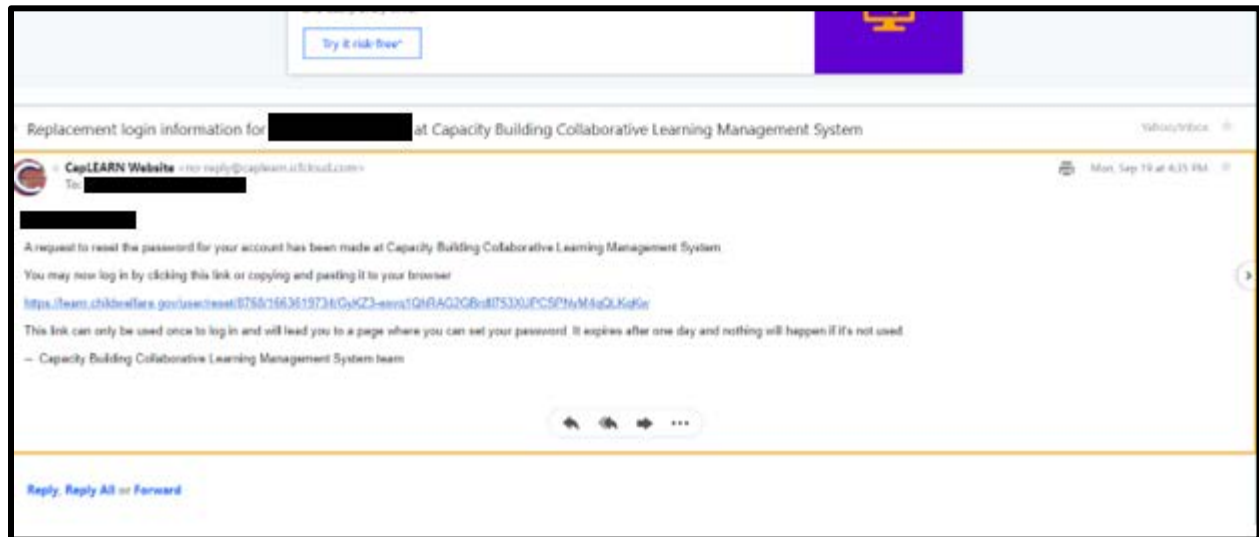1. Select "Forgot password? Click here." Link

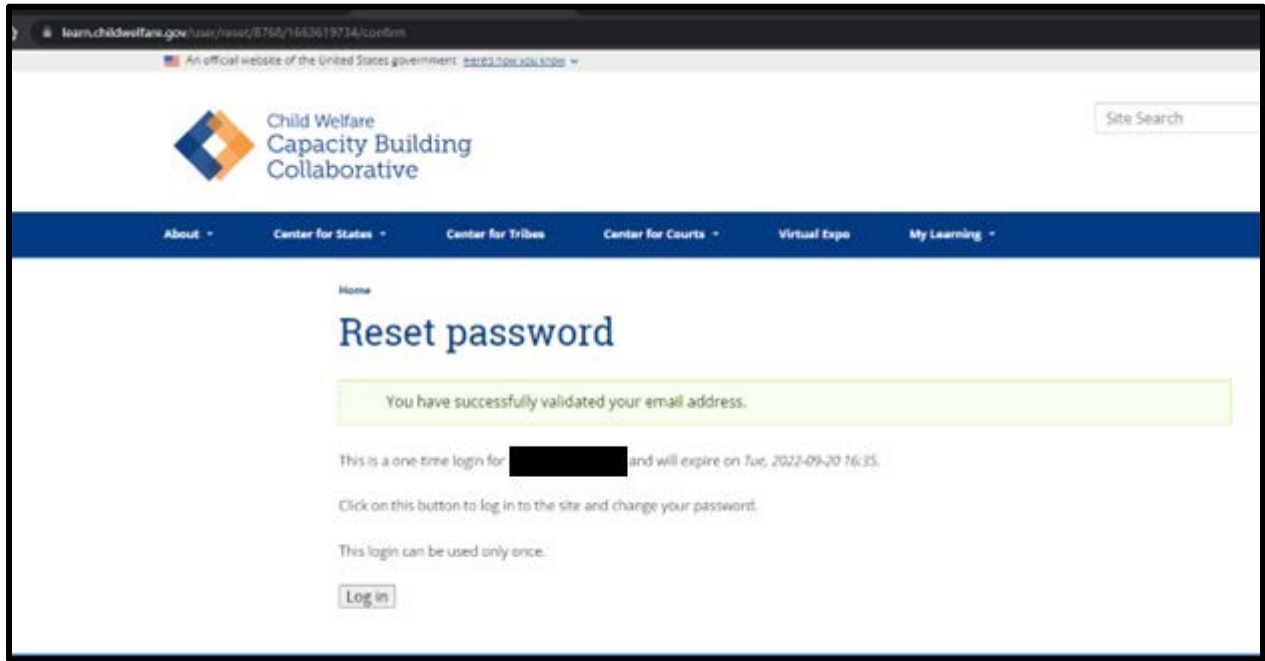2. Enter valid email used during registration.

3. Once email entered, you'll receive a prompt to check the email provided for reset instructions.

4. Use the link in the instructions email to access the site to rest password. **Note: This is a one-time link that expires after 24hours. If you don't see email in inbox, check spam box instead.**
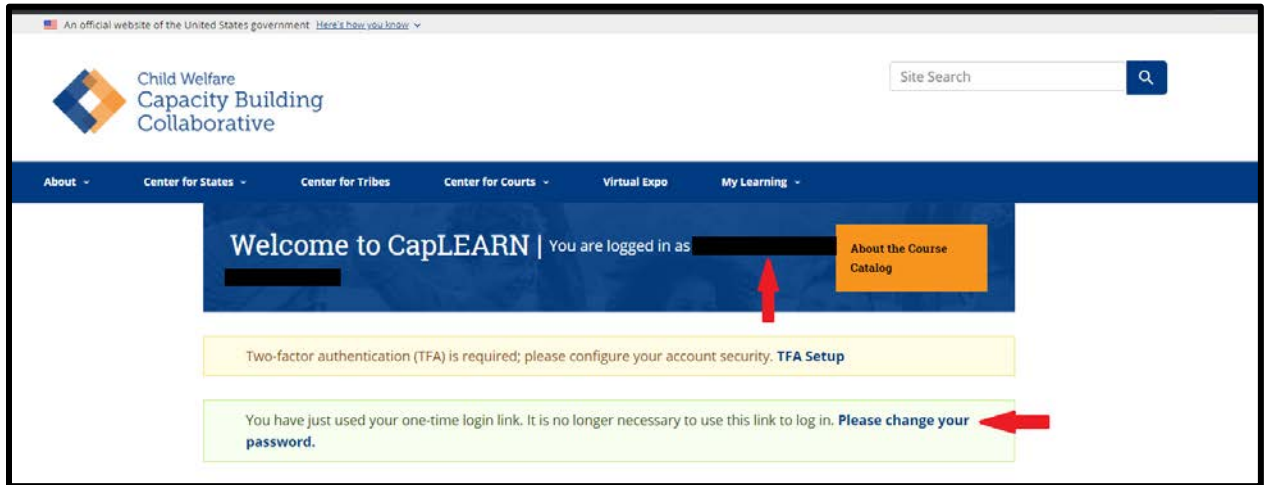
5. Login for first time using the one-time link provided.

6. There are two ways to gain access to your password reset location.

    i. Select the "Please change your password." link in the one-time login link help text.

    ii. Select "Your Name" in the Welcome block.

7. Update password through account edit tab.

8. Once satisfied with new password, select save at the bottom of the screen.

9. If saved correctly, you'll receive a save confirmation prompt on the main screen.