

How can I reset the password for My Account?

• My Account

If you forgot your password

- Go to My Account.
- Click on the Forgot password link:
- On the next page, enter your account email address, then click **Next**. The instructions for resetting your password will be sent to the email address.
- When you receive the email, click on the provided link to reset your password. You will be directed to the page, where you will need to set a new password.
- Enter a new password. Note that your password must be 6 to 20 characters long. Click **Reset**.

If you are already logged in to My Account

- Go to the <u>Personal Profile</u> page and click **Change** in the **Login Credentials** box next to **Password changed x days ago**.
- Enter your current and new password and click Save

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