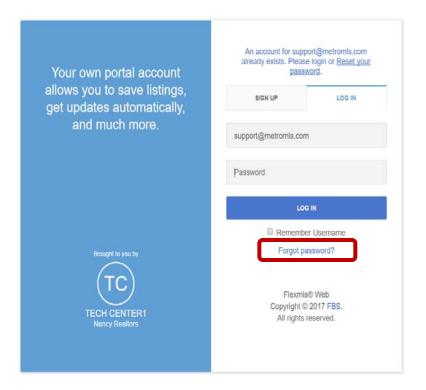
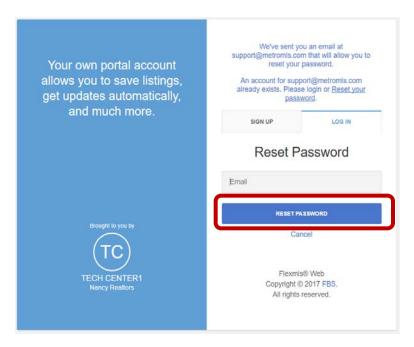
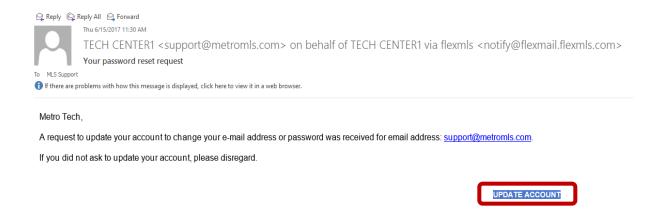
When they open to the Portal URL, it will bring them to the log in screen. Here, they click Forgot Password.



This is the next screen; they enter the PRIMARY email address (the one listed on the Contact file) and click the Reset Password button.



Shortly, they will receive an email in to reset their password; in here, they click on the Update Account button.



This will bring them to the Edit Account screen; here, they create and confirm their new password.

