

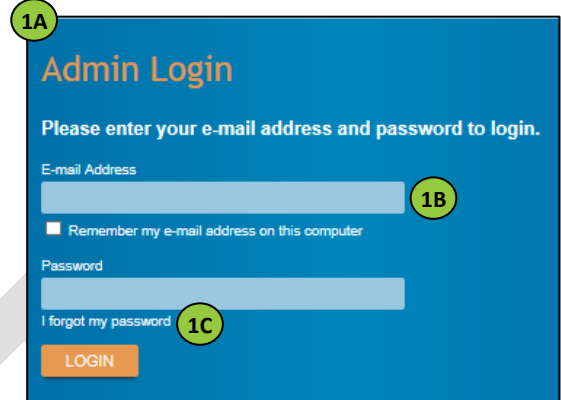
Refer to the following materials, if required:

- How do I log in and log out?

STEP 1

Access the **Admin Login (1A)** page using the unique link sent to the email address you used to create your account.

Type your email address **(1B)** and click **"I forgot my password" (1C)**.



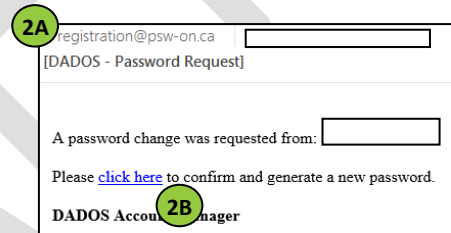

You will first be required to type your email address before clicking "I forgot my password."

STEP 2

You will receive an email **(2A)** indicating that a password change has been requested.

Select **"click here" (2B)** to confirm that you requested that a new password be generated.

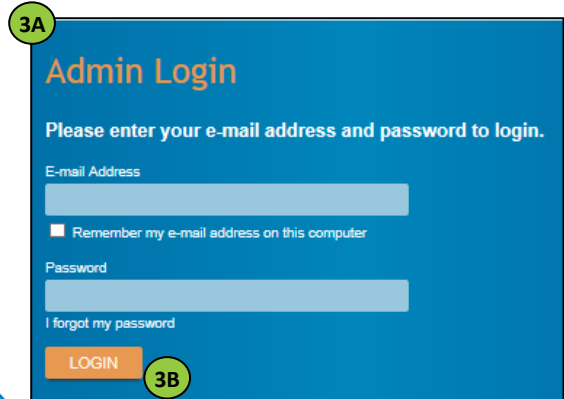
You will receive another email with your new password.



STEP 3

Return to the **Admin Login (3A)** page. Enter your email address and the new password.

Click the **"LOGIN" (3B)** button.




It is best practice to change your password to something that you will remember after a password reset. For more information, please refer to "How do I change my password?"