Instructions for creating a new password:

1. From the main welcome page, please click, “Sign In”.

2. On the sign in page, please click, “Forgot your password?”. 
3. On the reset password page:
- Type in your User Name.
- Type in the email address associated with your account.
- Enter the Captcha Code.
- Click Submit.

4. A password reset link will be sent to your email.
- Go to your email and you will find an email that has instructions and a link to click in order to create a new password.
- New password must be at least 8 characters and contain any two of the following three: uppercase, lower case, or special characters.