

Reciprocal Access Reset Password Procedure

Summary

The *Reset Password* procedure describes how to reset your personal password to IMRF Reciprocal Access.

Procedure

1. Click the **Forgot Password** on the Sign In screen of Parnter Access.
2. Enter your **User ID** and enter the **captcha text** in the field provided.
3. Choose to have a **Recovery Email Sent** to you or to **Answer Security Questions**.
4. If you chose the email click on the words **Click Here** in the email to reset your password.
5. If you choose to **Answer Your Security Questions** review your pre-selected questions and answer them to the right in the spaces provided and click **Next**.
6. Select your new password and click **Save** and your will be routed to main Sign In screen.
7. Sign in again with your **User Id** and new **Password**.

This procedure is complete.