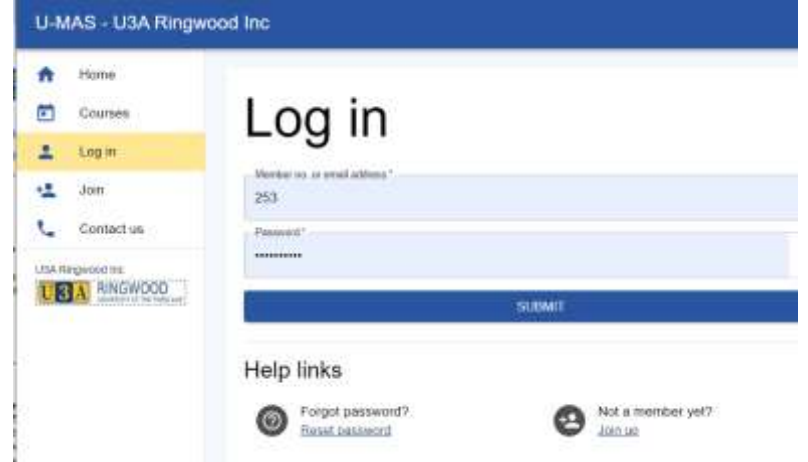

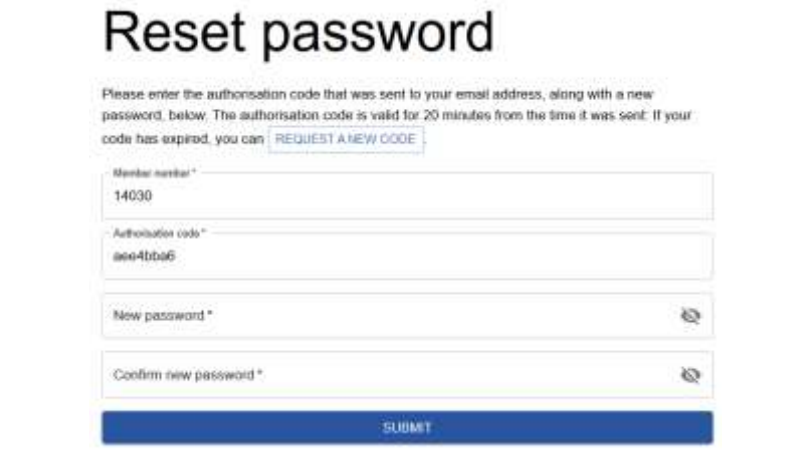


Membership System (U-MAS and U-MAS for Members) - How to Reset a Password

<p>1. Select “Reset password” on the LOGIN screen before login</p> <p>A new screen will open “You can reset your password here”</p>	
<p>2. Enter your Member Number and Surname</p> <p>3. Click “Submit” button</p> <p>4. A message is sent to the email address we have recorded in our membership system. Open your emails and locate the email. If you do not see the email check your <u>Junk</u> folder</p>	
<p>5. Copy the authorisation code in the email and paste it into the Reset Password “Authorisation code”</p> <p>6. Enter your new password</p> <p>7. Confirm your new password</p> <p>8. Submit</p>	
<p>9. A “Success” message will be displayed as shown</p> <p>10. Select login</p> <p>11. Login with your Member Number and new Password</p>	