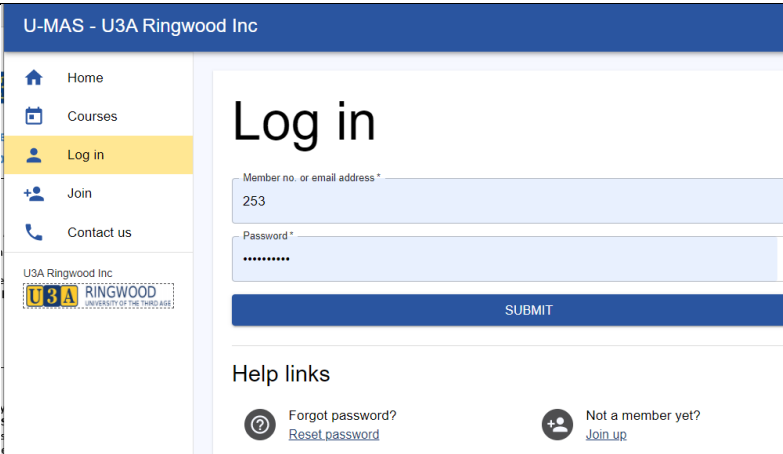


How to Reset a Password

<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>	<h3>Request password reset</h3> <p>Fill out and submit this form in order to receive a password reset authorisation code by email. If you already have an authorisation code, you can <input type="button" value="ENTER IT HERE"/>.</p> <p>Member number *</p> <p>Surname *</p> <p><input type="button" value="SUBMIT"/></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>	<h3>Reset password</h3> <p>Please enter the authorisation code that was sent to your email address, along with a new password, below. The authorisation code is valid for 20 minutes from the time it was sent. If your code has expired, you can <input type="button" value="REQUEST A NEW CODE"/>.</p> <p>Member number *</p> <p>14030</p> <p>Authorisation code *</p> <p>ae4bba6</p> <p>New password *</p> <p>Confirm new password *</p> <p><input type="button" value="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>	<h3>Reset password</h3> <p>Password updated.</p> <p>Success: Your password has been updated. Would you like to login?</p>