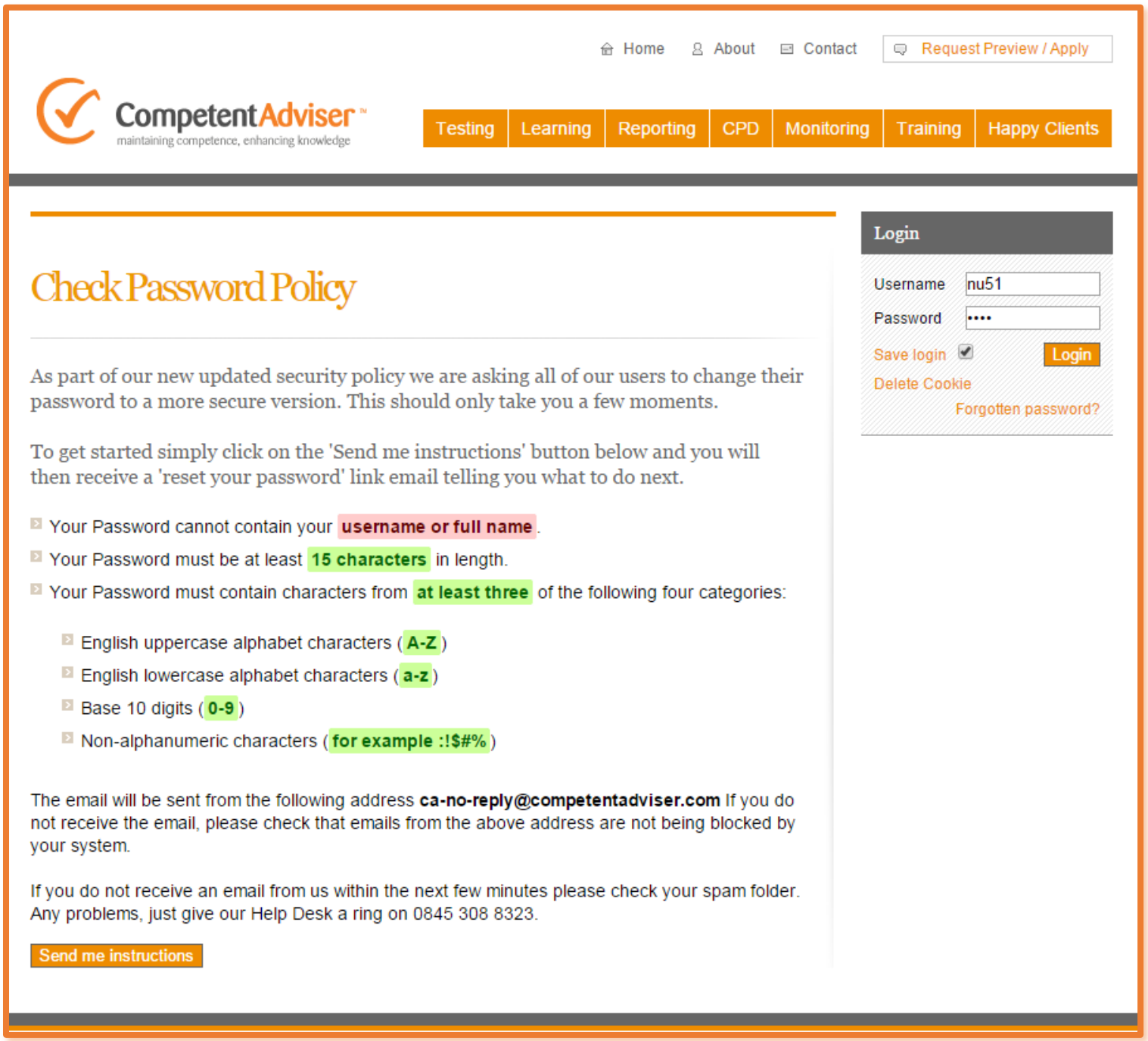
How To … Update Your Password

As part of our new updated security policy we are asking all of our users to change their password to a more secure version. This should only take you a few moments to do following the simple instructions below.

Once you have read over the instructions on the screen, just click on the 'Send me instructions' **button.**



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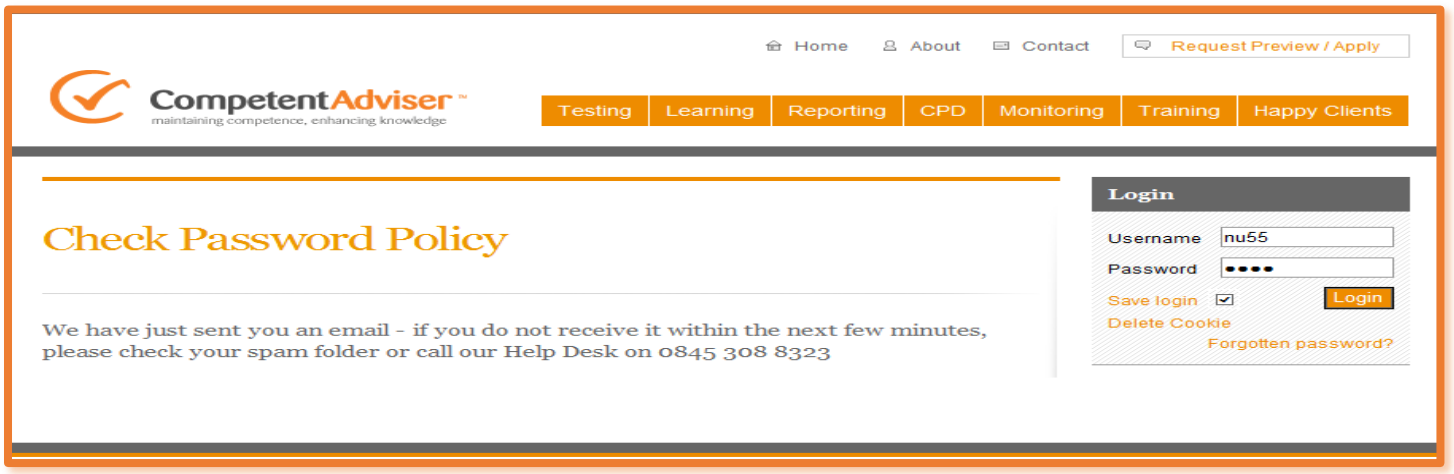
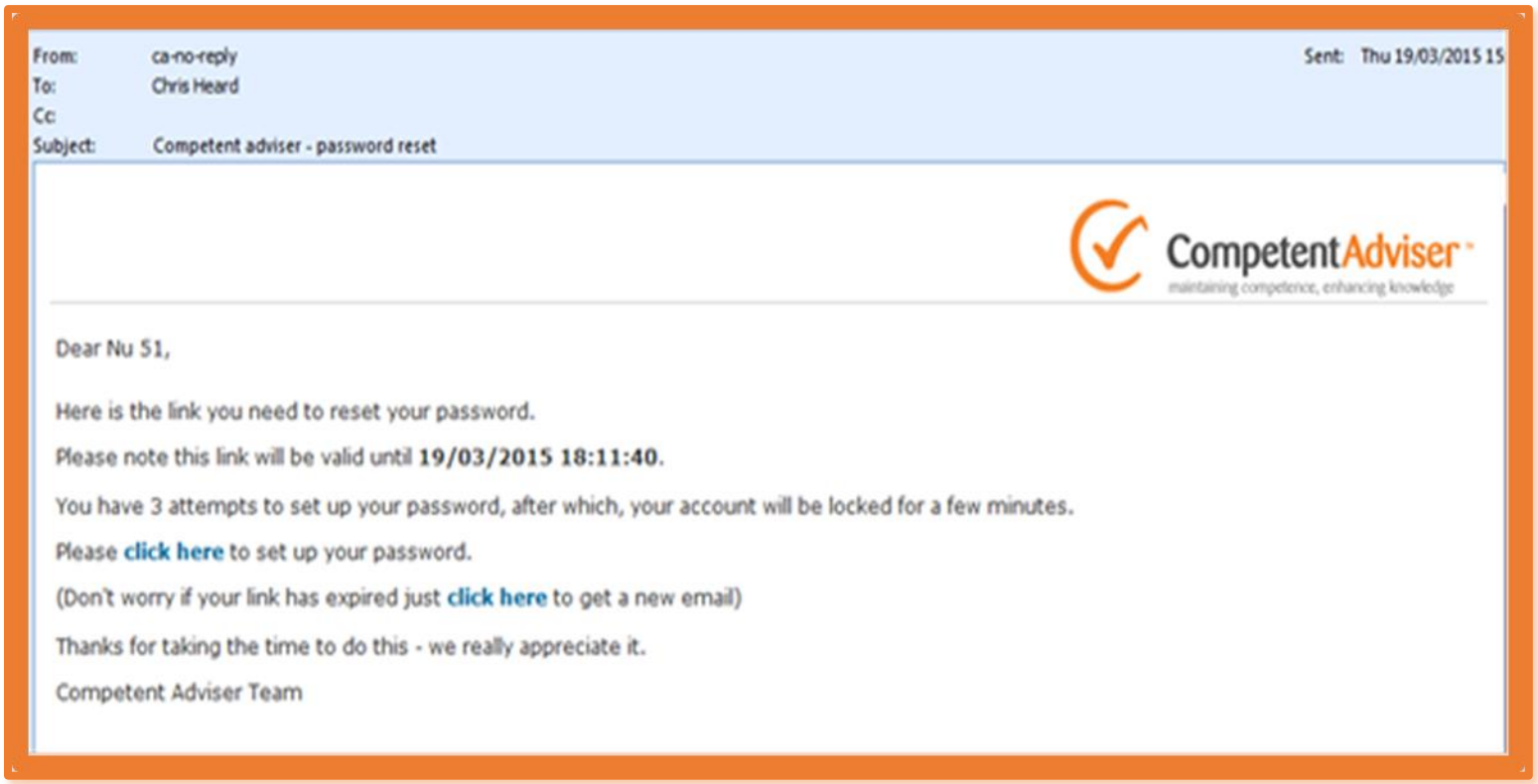
You will then receive notification that we have sent you an email with a link to create your new password.



If this email does not arrive within a few minutes please check your spam folder.
Any problems please call our Help Desk on 0845 308 8323



Once you have received your reset password email, simply click on 'Click here' to begin the process.

Don't forget to make sure you have your current password to hand as you will need it to get started. If you don't know your password, contact your Company Administrator or call our Help Desk.

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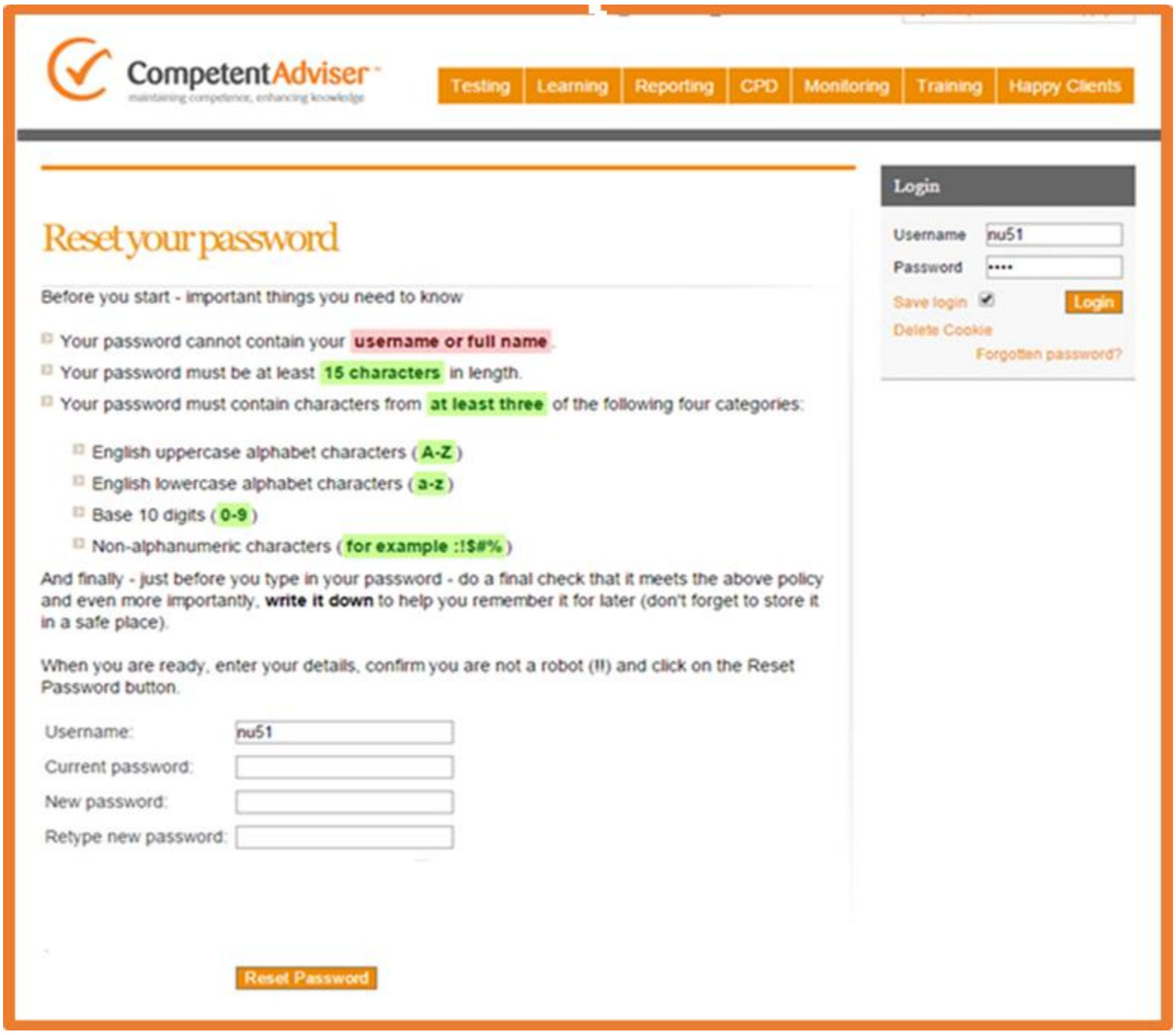

Once you have read through the instructions, simply enter the details required and click on the Reset Password button.

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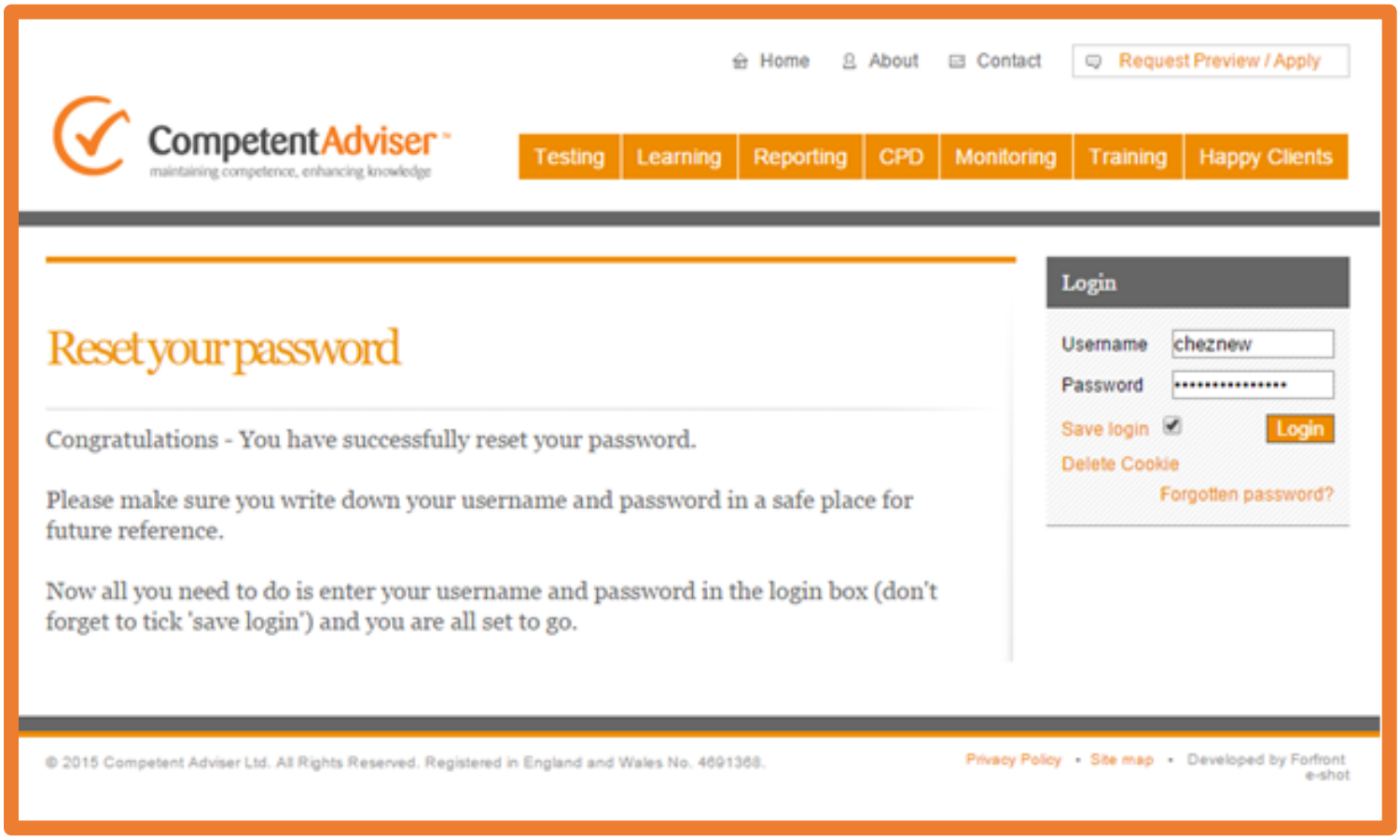
Once you have successfully reset your password you will receive the following notification.

Now all you need to do is enter your username and password in the log in box and you are all set to go.