FIRST TIME LOGIN INSTRUCTIONS

The link to access the new platform will be provided here on 15th May.

'Forgot your password?' screen appears as per Figure 1

- 1: Enter your 'Old Username' as it was formatted on the old platform
- 2: Click 'RETRIEVE'. Your new Username will appear in the 'Username' data field.

Please note: The format of the new username will remove or change certain characters from the 'Old Username' due to enhanced security requirements.

3: Click 'SEND'

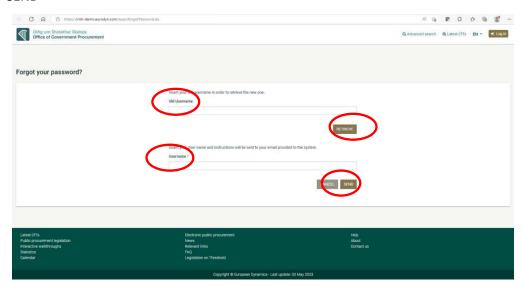


Figure 1: Forgot Password Screen

You will receive an email with a **link** and a **registration transaction number**, when you click on the link you will see the screen below, where you can enter the following:

- · Your new Password
- Confirm your new Password
- Your registration transaction number

and click 'FINISH'

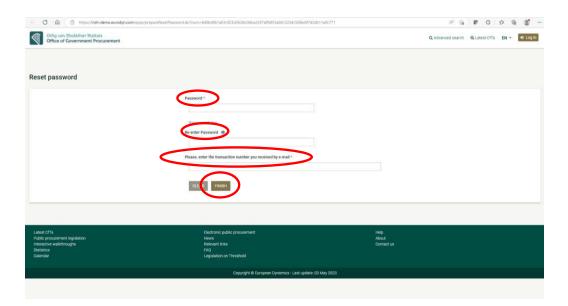


Figure 2: Reset Password Screen

You can then login to the platform using your new password.



Figure 3: Login button