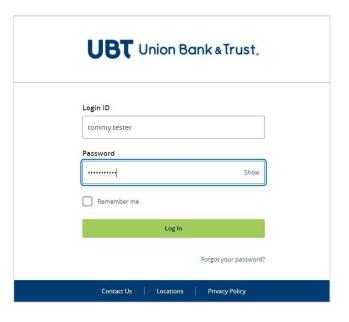


Login Process

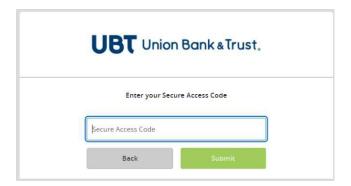
- 1. Enter your Login ID and Password.
- 2. Select Log In.

3. Select the target to where you would like to have a secure access code delivered.

- 4. Enter the secure access code in the box once it has been received.
- 5. Select **Submit**.





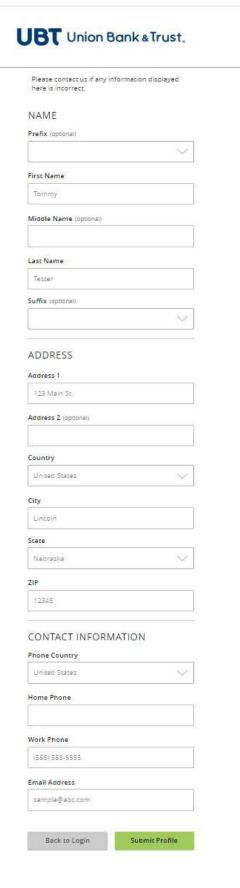






Login Process

- 6. Review the User Profile. If changes need to be made, they can be done from the **Settings** page once you are logged in.
- 7. Click Submit Profile.



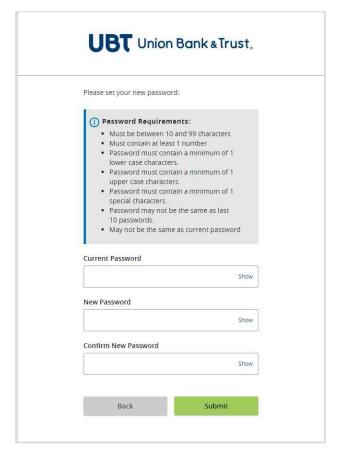




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Login Process

- 8. Enter your existing password in the top box along with a new password twice for validation.
- 9. Select Submit.



10. On future logins you will use the new password and will be required to obtain a new secure code each time.

