EXPERITY

Reset Password in Employer Portal

If an *Employer Portal* user forgets a password, the user can click the *Forgot password* link, located on the *Employer Portal* login page.

	Employer Portal Please Login
	Enter User Name
*	Enter Password Click the Forgot password link. > Login
	Forgot password?

The Employer Portal user receives an email with a Temporary Password and URL link to Employer Portal.

The Employer Portal user opens the Temporary Password email to access the temporary password.

Test Best Practice Employer Portal New Account - Message (HTML)								
From:	dev_noreply@employerportal.info	Sent:	Wed 7/5/2017 9:26 AM					
To:								
Cc								
Subject:	Test Best Practice Employer Portal New Account							
	Thank you for registering with the Employer Portal. Your account has been created for you. In order to complete the registration process, please visit the following URL and enter							
g == =	Click the URL link to the Employer Portal login							
10.25								
J	page and enter the user name and temporary password.							
J ^{T empo}	ary Password: XJ6/x*1zrOeL							
Tou wi	You will be prompted to change your password once you have logged in.							
If you have any questions please contact your Employer Portal Administrator, Test Best Practice, at 224-658-7451 or at testpractice@gmail.com.								
Thank you.								

The *Employer Portal* user clicks the *URL hyperlink* to launch the *Employer Portal* login page. The user enters their *user name* and *temporary password* in the corresponding fields and clicks the *Login* button.

	Employer Portal Please Login		
1	Enter User Name		
*	Enter Password		
		> Login	

The *Reset Password* page displays and the user answers the *two security questions* defined during initial setup. The user also enters and confirms *a new password*.

Test BEST Practice : 0 Employers Selected							
Reset Password							
Security Question*	What is your best friend's last name?	× .					
Answer*	9 						
Security Question 2*	What city were you born in?	×					
Answer 2*							
New Password*	Enter New Password						
Confirm New Password*	Confirm New Password	٩					
Password must be at least: • 11 characters • 1 lower case character(s) • 8 upper case character(s) • 1 digit(s) • 1 symbol(s) • Cannot reuse the last 2 pas	swords						